

GOLF ADVISORY COMMITTEE MINUTES

MAY 5, 2021

The Carbondale Park District's Golf Advisory Committee held a regular meeting on Wednesday, May 5, 2021 at 4:00 p.m. at 1115 W. Sycamore Street, Carbondale, IL. The attendees participated via zoom format.

PRESENT: Chuck Vaught, Kay Brechtelsbauer, Dominic Cittadino, Brian Matzenbacher, Tom Brooke and board liaison Commissioner Jane Adams.

Absent: Elaine Vitello, John Washburn, Danielle Kauffman and Trey Anderson.

Guests: None.

MEETING CALLED TO ORDER: The meeting was called to order at 4:09 p.m.

APPROVAL OF MINUTES: The minutes of April 6, 2021 meeting were approved.

CITIZENS COMMENTS AND QUESTIONS: None.

OLD BUSINESS:

1. **Landscape Project Update:** The start date for the this project is weather dependent. The project area will have to dry out before planting can begin.

2. **Kids Golf Foundation Update:** The program is scheduled for July 12-16, 2021. The times for the program are still to be determined. Flyers will be going out to the schools to give notice to the Carbondale youth about the program. The program is for kids 7-16 years of age. Volunteers will be needed to assist with the program. Tom Brooke will run the program with assistance from Danielle Kauffman, SIU Men and Women's golf coach. The program is scheduled to use both the putting green and driving range for instruction. This is the first year for the Kids Golf Foundation Program at Hickory Ridge Golf Course and it will be limited to 48 participants. Plans are to have a ratio of 4 program participants to one adult. There will be a press release to announce the program. It was noted that the last day of school at the Carbondale Elementary School is May 25, 2021.

3. **Hickory Ridge Capital Development Fund Update:** The Carbondale Park Board approved the formation of the Hickory Ridge Capital Development Fund. The fund will be open to the public. The district plans to have a press release on the creation of the fund.

4. **Reservoir Overflow Project Update:** Trey met with Jerry Robinson from J&L Robinson about the project and also talked to the City of Carbondale Public Works Director. Additional information about the project will be provided at the June meeting. It is anticipated that work will begin in late summer or early fall.

5. **Clubhouse Restaurant Operations Update:** Currently the restaurant is open on Thursday, Friday, Saturday and Sunday 11:00 a.m. - 5:00 p.m. Delores is back staffing the restaurant which is offering an abbreviated menu that include hamburgers, fish and sandwiches. The Bean Bag and Burger tournament has been held each Sunday and next Sunday is the last scheduled event. The Bag Bag and Burger tournament may return in the fall.

NEW BUSINESS:

1. **Women's Association:** The Women's Association play has started. They currently average 21 players per outing. The membership includes some new members this year and they expect the membership to grow.

2. **Men's Association:** The Men's Association started in April. They are averaging 10-11 players each week. An email will go out to the Senior Association membership letting them know that the Mens league play has started play and to invite them out to participate.

3. **Senior Association:** The Senior Association began the play in late March. They average about 30 players each week but the weather has not been cooperating. They have 60 members to date but the cool weather has held down the participation levels so far this year.

4. **Golf Superintendent's Report:** Tom Brooke provided the following information of course conditions for the committee:

1. The greens were aerified with solid tines last Monday and Tuesday. The aerification equipment broke down before the #18 green could be completed.

2. Last Saturday there was good weather and it benefited Hickory Ridge Golf Course. Last Saturday 138 golfers played golf at Hickory Ridge and the revenue exceeded \$5,000 for the day.

3. The committee was informed that since Trey Anderson has been named the intern director of the Carbondale Park District, he will be spending 25% of his time at Hickory Lodge and 75% of his time at Hickory Ridge. The search for a new director to replace the retiring current director Kathy Renfro, will be done in the fall.

5. Golf Professional's Report: Tom Brooke provided the committee with the following information:

1. Revenue for the month of March 2021 was \$41,902 vs \$42,961 for March 2019. Rounds played in March 2021 were 1,418 vs 1259 for March 2019. The month of March 2020 was not used as a comparison due to the pandemic and limited operations.

2. The CCHS Booster's golf outing has scheduled their event for June 28, 2021 this year. The event was scheduled later than in the past years due to the pandemic.

3. The CCHS golf team members will be assisting the staff in picking golf balls from the driving range. In return, the CCHS golf team will receive tokens that can be used to obtain golf balls for the range. Their efforts will help staff complete a necessary task to clean the driving range so it can be mowed and it will allow more practice time on the range for the team members. This is a win-win cooperative effort for both groups.

4. Tom provided information on the green fee rates. They are: Monday \$27 w/cart (all golfers), Tues-Thur \$42 w/cart (resident) and \$47 w/cart (nonresident), Weekend Rate (Friday-Sunday) \$45 w/cart (resident) and \$50 w/cart (nonresident). The senior rate for individuals age 55 and over are Monday \$27 w/cart (all golfers), Tuesday-Thursday is \$31 (resident) and \$34 (nonresident), Weekend Rate (Friday-Sunday) \$45 w/cart (resident) and \$50 w/cart (nonresident). Plans are to offer a special rate of \$40 w/cart for Memorial Day weekend (Friday-Sunday). The holiday weekend rate special will be publicized.

6. **Tee Signs:** The tee signs will be cleaned and repainted. When this is complete, staff will seek to sell advertisements to be placed on the tee signs.

7. **Review Financial Report:** The committee reviewed the February 2021 financial report. Revenues exceed the budget by \$10,842 year to date and expenditures are \$11,942 under budget year to date. This resulted in a financial position which is \$22,784 better than the budget had projected. Tom stated that so far this year Hickory Ridge Golf Course has sold 60 season passes. He expects more to be sold in the coming months.

COMMITTEE DISCUSSION: No discussion.

COMMITTEE MEMBER COMMENTS AND QUESTIONS: None.

COMMITTEE RECOMMENDATIONS: None.

NEXT MEETING: June 8, 2021 at 4:00 p.m. via zoom.

MEETING ADJOURNED: 4:53 p.m.

Table 1

HICKORY RIDGE GOLF COURSE									
Financial Report for: March 2021									
	March 2021				Jan - Mar 2021				
	Actual	Budget	Variance	%	Actual	Budget	Variance	%	
REVENUE									
EXPENDITURES									
A									
Customer Service									
Personnel Service	\$5,157	\$8,038	\$2,881	35.84%	\$14,723	\$23,890	\$9,167	38.37%	
Supplies & Services	\$7,815	\$9,923	\$2,108	21.24%	\$13,106	\$20,306	\$7,200	35.46%	
Capital Outlay	\$0	\$0	\$0		\$0	\$0	\$0		
Total Customer Service	\$12,972	\$17,961	\$4,989	27.78%	\$27,829	\$44,196	\$16,367	37.03%	
B									
Course Management									
Personnel Service	\$13,034	\$16,196	\$3,162	19.52%	\$41,593	\$45,060	\$3,467	7.69%	
Supplies & Services	\$4,533	\$8,528	\$3,995	46.85%	\$9,134	\$13,388	\$4,254	31.77%	
Capital Outlay	\$0	\$0	\$0		\$0	\$0	\$0		
Total Course Management	\$17,567	\$24,724	\$7,157	28.95%	\$50,727	\$58,448	\$7,721	13.21%	
Total Expenditures	\$30,539	\$42,685	\$12,146	28.45%	\$78,556	\$102,644	\$24,088	23.47%	
Net Income (Loss)	\$10,962	\$17,215	-\$6,253	-65.42%	\$5,388	-\$11,144	\$16,532	148.35%	
Report Name: Hickory Ridge Summary Financial Report									
Desktop: iMac- Numbers-PDF File									

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04/22/21

Accrual Basis

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

	Mar 21	Budget	\$ Over Budget
Income			
Alternative Revenue	20.02		
Alternative Revenue-Other	0.00	0.00	0.00
Beer Sales	1,215.24	2,200.00	-984.76
Concessions	530.00	3,500.00	-2,970.00
Contributions/Grant Opportuniti	0.00	0.00	0.00
Donation	0.00	0.00	0.00
Driving Range	2,271.50	1,000.00	1,271.50
Facility Rental	0.00	0.00	0.00
Gaming Machines	0.00	1,000.00	-1,000.00
Gift Certificates (Golf)	0.00	0.00	0.00
Golf Cart Fees	9,395.00	11,500.00	-2,105.00
Golf Fees	26,068.24	37,000.00	-10,931.76
Jr Golf Fees	0.00	0.00	0.00
Merchandise	1,525.35	2,500.00	-974.65
Miscellaneous Shop Revenue	160.38	1,000.00	-839.62
Rental Revenue	0.00	0.00	0.00
Sales Tax	315.73	200.00	115.73
Total Income	41,501.46	59,900.00	-18,398.54
Expense			
(A) Payroll Expenses			
FICA Expense	275.26	487.00	-211.74
Health Insurance Expense	775.67	697.00	78.67
IMRF Expense	384.73	279.00	105.73
On Call Wages	0.00	0.00	0.00
Overtime	113.10	0.00	113.10
Salaries	0.00	0.00	0.00
Unemployment Expense	123.23	215.00	-91.77
Wages Hourly Fulltime	2,535.50	2,560.00	-24.50
Wages Hourly Part Time	949.52	3,800.00	-2,850.48
(A) Payroll Expenses - Other	0.00	0.00	0.00
Total (A) Payroll Expenses	5,157.01	8,038.00	-2,880.99
Advertising/Promotion	0.00	500.00	-500.00
Awards/Recognition	0.00	0.00	0.00
Bank Charges	627.44	700.00	-72.56
Building Repairs/Maintenance	698.48	167.00	531.48
Computer Equipment/Software	0.00	0.00	0.00
Concession Supplies	1,347.30	3,000.00	-1,652.70
Contractor Fees	0.00	50.00	-50.00
Dues and Subscriptions	150.00	125.00	25.00
Electric Utilities	629.53	600.00	29.53
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	126.19	159.00	-32.81
Golf Shop Supplies	3,136.27	1,667.00	1,469.27
Inspection Fee	268.81	0.00	268.81
Janitorial Service	0.00	20.00	-20.00
Janitorial Supplies	0.00	20.00	-20.00

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04/22/21

Accrual Basis

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

	Mar 21	Budget	\$ Over Budget	
Licenses	0.00	0.00	0.00	
Maintenance Contracts	267.33	417.00	-149.67	
Misc Supplies	0.00	417.00	-417.00	
Office Equipment	0.00	0.00	0.00	
Office Supplies	8.44	42.00	-33.56	
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	43.00	400.00	-357.00	
Shop Supplies/Small Tools	17.88	0.00	17.88	
Telephone Expense	97.43	417.00	-319.57	
Training and Travel	0.00	1,000.00	-1,000.00	
Vehicle Parts/Repairs	69.99	42.00	27.99	
Water Utilities	27.64	42.00	-14.36	
Total Expense	12,971.74	17,961.00	-4,989.26	✓+
Net Income	28,529.72	41,939.00	-13,409.28	✓=

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Accrual Basis

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

	Mar 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	671.12	936.00	-264.88
Health Insurance Expense	2,248.34	1,452.00	796.34
IMRF Expense	1,109.85	1,161.00	-51.15
On Call Wages	0.00	0.00	0.00
Overtime	18.09	0.00	18.09
Salaries	5,641.60	5,810.00	-168.40
Unemployment Expense	166.91	413.00	-246.09
Wages Hourly Fulltime	2,129.01	4,836.00	-2,706.99
Wages Hourly Part Time	1,049.40	1,588.00	-538.60
(A) Payroll Expenses - Other	0.00	0.00	0.00
Total (A) Payroll Expenses	13,034.32	16,196.00	-3,161.68
Building Repairs/Maintenance	737.75	0.00	737.75
Chemicals	184.62	4,000.00	-3,815.38
Clothing	0.00	0.00	0.00
Computer Equipment/Software	0.00	0.00	0.00
Construction Materials	55.72	0.00	55.72
Consultant Services	0.00	0.00	0.00
Contractor Fees	205.00	0.00	205.00
Course Accessories	0.00	0.00	0.00
Dues and Subscriptions	0.00	0.00	0.00
Electric Utilities	1,049.63	600.00	449.63
Equipment Parts/Repairs	0.00	0.00	0.00
Equipment Replacement	0.00	0.00	0.00
Fax/Modem	147.97	0.00	147.97
Fertilizer	0.00	0.00	0.00
Food/Provisions	0.00	0.00	0.00
Fuel/Lubricants	581.30	40.00	541.30
Gas Utilities	115.60	250.00	-134.40
Inspection Fee	734.00	400.00	334.00
Irrigation/Drainage Supply	0.00	0.00	0.00
Janitorial Supplies	0.00	20.00	-20.00
Landscaping Supplies	11.25	0.00	11.25
Licenses	0.00	0.00	0.00
Maintenance Contracts	144.21	280.00	-135.79
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	0.00	0.00	0.00
Postage/Freight	8.45	15.00	-6.55
Rentals	0.00	1,100.00	-1,100.00
Safety/First Aid Supplies	0.00	30.00	-30.00
Shop Supplies/Small Tools	351.23	150.00	201.23
Telephone Expense	26.93	150.00	-123.07

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Accrual Basis

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

	Mar 21	Budget	\$ Over Budget
Training and Travel	0.00	0.00	0.00
Vehicle Parts/Repairs	158.60	1,333.00	-1,174.40
Water Utilities	20.32	90.00	-69.68
Total Expense	17,566.90	24,724.00	-7,157.10
Net Income	-17,566.90	-24,724.00	7,157.10

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Accrual Basis

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

	Jan - Mar 21	Budget	\$ Over Budget	
Income				
Alternative Revenue	20.02			
Alternative Revenue-Other	0.00	0.00	0.00	
Beer Sales	1,459.20	2,900.00	-1,440.80	
Concessions	689.07	3,900.00	-3,210.93	
Contributions/Grant Opportuniti	8,000.00	7,000.00	1,000.00	
Donation	0.00	0.00	0.00	
Driving Range	3,081.50	2,200.00	881.50	
Facility Rental	0.00	0.00	0.00	
Gaming Machines	0.00	1,000.00	-1,000.00	
Gift Certificates (Golf)	0.00	0.00	0.00	
Golf Cart Fees	17,213.90	19,000.00	-1,786.10	
Golf Fees	51,138.37	50,000.00	1,138.37	
Jr Golf Fees	0.00	0.00	0.00	
Merchandise	1,840.18	4,000.00	-2,159.82	
Miscellaneous Shop Revenue	120.35	1,000.00	-879.65	
Rental Revenue	0.00	0.00	0.00	
Sales Tax	380.97	500.00	-119.03	
Total Income	83,943.56	91,500.00	-7,556.44	✓-
Expense				
(A) Payroll Expenses				
FICA Expense	807.59	1,445.00	-637.41	
Health Insurance Expense	2,248.34	2,091.00	157.34	
IMRF Expense	749.16	837.00	-87.84	
On Call Wages	0.00	0.00	0.00	
Overtime	165.75	0.00	165.75	
Salaries	0.00	0.00	0.00	
Unemployment Expense	361.56	637.00	-275.44	
Wages Hourly Fulltime	7,710.67	7,680.00	30.67	
Wages Hourly Part Time	2,680.26	11,200.00	-8,519.74	
(A) Payroll Expenses - Other	0.00	0.00	0.00	
Total (A) Payroll Expenses	14,723.33	23,890.00	-9,166.67	✓+
Advertising/Promotion	0.00	500.00	-500.00	
Awards/Recognition	0.00	0.00	0.00	
Bank Charges	1,363.23	1,300.00	63.23	
Building Repairs/Maintenance	1,716.98	501.00	1,215.98	
Computer Equipment/Software	400.00	0.00	400.00	
Concession Supplies	1,548.90	3,450.00	-1,901.10	
Contractor Fees	0.00	50.00	-50.00	
Dues and Subscriptions	340.00	375.00	-35.00	
Electric Utilities	1,831.42	1,600.00	231.42	
Equipment Parts/Repairs	0.00	126.00	-126.00	
Equipment Replacement	0.00	0.00	0.00	
Fax/Modem	598.00	75.00	523.00	
Food/Provisions	0.00	0.00	0.00	
Gas Utilities	352.98	568.00	-215.02	
Golf Shop Supplies	3,136.27	5,001.00	-1,864.73	
Inspection Fee	268.81	0.00	268.81	
Janitorial Service	0.00	60.00	-60.00	
Janitorial Supplies	0.00	60.00	-60.00	

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04/22/21
Accrual Basis

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

	Jan - Mar 21	Budget	\$ Over Budget	
Licenses	102.25	0.00	102.25	
Maintenance Contracts	714.26	1,251.00	-536.74	
Misc Supplies	0.00	1,251.00	-1,251.00	
Office Equipment	0.00	700.00	-700.00	
Office Supplies	80.59	122.00	-41.41	
Postage/Freight	20.90	87.00	-66.10	
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	126.00	-126.00	
Sales Tax Expense	139.00	600.00	-461.00	
Shop Supplies/Small Tools	154.57	0.00	154.57	
Telephone Expense	216.77	1,251.00	-1,034.23	
Training and Travel	0.00	1,000.00	-1,000.00	
Vehicle Parts/Repairs	69.99	126.00	-56.01	
Water Utilities	50.28	126.00	-75.72	
Total Expense	27,828.53	44,196.00	-16,367.47	✓ +
Net Income	56,115.03	47,304.00	8,811.03	✓ +

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04/22/21

Accrual Basis

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

	Jan - Mar 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	2,245.92	2,564.00	-318.08
Health Insurance Expense	6,587.68	4,356.00	2,231.68
IMRF Expense	2,253.90	3,483.00	-1,229.10
On Call Wages	0.00	0.00	0.00
Overtime	18.09	0.00	18.09
Salaries	16,924.80	17,430.00	-505.20
Unemployment Expense	878.93	1,131.00	-252.07
Wages Hourly Fulltime	11,343.89	14,508.00	-3,164.11
Wages Hourly Part Time	1,340.20	1,588.00	-247.80
(A)Payroll Expenses - Other	0.00	0.00	0.00
Total (A)Payroll Expenses	41,593.41	45,060.00	-3,466.59
Building Repairs/Maintenance	1,311.58	0.00	1,311.58
Chemicals	184.62	4,000.00	-3,815.38
Clothing	0.00	0.00	0.00
Computer Equipment/Software	0.00	0.00	0.00
Construction Materials	55.72	0.00	55.72
Consultant Services	0.00	0.00	0.00
Contractor Fees	205.00	0.00	205.00
Course Accessories	0.00	1,200.00	-1,200.00
Dues and Subscriptions	250.00	0.00	250.00
Electric Utilities	3,304.99	1,800.00	1,504.99
Equipment Parts/Repairs	0.00	0.00	0.00
Equipment Replacement	0.00	0.00	0.00
Fax/Modem	297.72	0.00	297.72
Fertilizer	0.00	0.00	0.00
Food/Provisions	21.06	0.00	21.06
Fuel/Lubricants	581.30	40.00	541.30
Gas Utilities	388.49	850.00	-461.51
Inspection Fee	734.00	400.00	334.00
Irrigation/Drainage Supply	0.00	0.00	0.00
Janitorial Supplies	0.00	60.00	-60.00
Landscaping Supplies	150.75	0.00	150.75
Licenses	0.00	0.00	0.00
Maintenance Contracts	425.75	840.00	-414.25
Office Equipment	0.00	250.00	-250.00
Office Supplies	73.36	105.00	-31.64
Paint/Supplies	0.00	105.00	-105.00
Payment Other Entities	0.00	0.00	0.00
Postage/Freight	27.92	45.00	-17.08
Rentals	0.00	1,100.00	-1,100.00
Safety/First Aid Supplies	0.00	90.00	-90.00
Shop Supplies/Small Tools	354.02	450.00	-95.98
Telephone Expense	64.85	450.00	-385.15

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04/22/21
Accrual Basis

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

	Jan - Mar 21	Budget	\$ Over Budget	
Training and Travel	0.00	0.00	0.00	
Vehicle Parts/Repairs	629.05	1,333.00	-703.95	
Water Utilities	73.31	270.00	-196.69	
Total Expense	50,726.90	58,448.00	-7,721.10	✓ +
Net Income	-50,726.90	-58,448.00	7,721.10	✓ +