

**CARBONDALE PARK DISTRICT
GOLF ADVISORY COMMITTEE MEETING
TUESDAY, JUNE 8, 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. June 8, 2021 meeting.
- D. CITIZEN COMMENTS AND QUESTIONS: Limited to items not appearing on the agenda.
- E. OLD BUSINESS:
 - 1. Landscape Project Update
 - 2. Kids Golf Foundation Program Update
 - 3. Hickory Ridge Capital Development Fund Update
 - 4. Reservoir Overflow Project Update
 - 5. Sand Trap Recovery Project Update
 - 6. 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. April 2021
 - 7. Committee Discussion
 - a. Open discussion
 - 8. Committee member comments and questions
 - 9. Committee recommendations
- G. SCHEDULE NEXT MEETING: August 3, 2021 at 4:00 p.m. via Zoom.

H. ADJOURNMENT

GOLF ADVISORY COMMITTEE MINUTES

JUNE 8, 2021

The Carbondale Park District's Golf Advisory Committee held a regular meeting on Tuesday, June 8, 2021 at 4:00 p.m. at 1115 W. Sycamore Street, Carbondale, IL. The attendees participated via zoom format.

PRESENT: Chuck Vaught, Elaine Vitello, John Washburn, Brian Matzenbacher, Danielle Kauffman Trey Anderson and board liaison Commissioner Jane Adams.

Absent: Kay Brechtelsbauer, Dominic Cittadino and Tom Brooke

Guests: Commissioner Carl Flowers.

MEETING CALLED TO ORDER: The meeting was called to order at 4:06 p.m.

APPROVAL OF MINUTES: The minutes of May 5, 2021 meeting were approved.

CITIZENS COMMENTS AND QUESTIONS: None.

OLD BUSINESS:

1. **Landscape Project Update:** Trey met with Barbara Bates, wife of Paul Bates, to discuss and to view the bench paced on the number nine tee box in Paul's honor. Ms. Bates was interested in landscaping and volunteered to help on the landscaping around the front entrance sign to Hickory Ridge.

2. **Kids Golf Foundation Update:** The program is scheduled to run July 12 through July 16, 2021. Tom and Danielle are scheduled to meet next Tuesday to plan the program. The program is limited to 48 participants. There are currently over 20 participants signed up.

3. **Hickory Ridge Capital Development Fund Update:** The fund is active and is accepting donations. The first donation was received in the amount of \$5,000. All donations will be kept in a separate fund.

4. **Reservoir Overflow Project Update:** Trey met with Jerry Robinson from J&L Robinson and he will help with the project. He also discussed the project with the City of Carbondale Public Works Director. He will submit a cost estimate for the project.

NEW BUSINESS:

1. **Women's Association:** The Women's Association season continues and average 18-20 players each week.

2. **Men's Association:** The Men's Association started play in April and average 8-12 players each week

3. **Senior Association:** The Senior Association held their first tournament of the season last week. Twenty three players participated in very wet conditions. The members had lunch in the clubhouse following the tournament. Next week the Association will play on Thursday morning rather than Wednesday morning due to a scheduling conflict with an outing. The Association currently has 62 paid members.

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

1. At the end of May or early June one of the greens reel mowers needed repair. It took almost two weeks to get the parts as the parts were on back order. During this two week period, staff adjusted by mowing nine greens each day and rolling the other nine. This continued until the mower was repaired.

2. On May 23, 2021 some areas on the greens were damaged by the hot weather. Most of the damage was restricted to the #12 and #14 greens.

3. The wet weather has delayed spraying the greens with plant protectants. The application will possibly be applied next week.

4. Staff tested a John Deere fairway mower during the last month. It has a wider cutting width than our current 15 year old equipment. The wider mowing width saved an estimated 35-40% in labor time.

5. Bunker maintenance is backlogged due to the amount of rain the course has received. When dryer weather arrives the staff will attempt to resume maintenance on them.

6. Trey regretfully informed the committee that on May 5, 2021, Jason Smith, equipment technician at Hickory Ridge, passed away. Trey stated that the staff attended Jason's funeral services and that they are working with the family to assist them in any way possible.

Table 1

HICKORY RIDGE GOLF COURSE

Financial Report for: April 2021

HICKORY RIDGE GOLF COURSE									
Financial Report for: April 2021									
		April 2021				Jan - Apr 2021			
		Actual	Budget	Variance	%	Actual	Budget	Variance	%
REVENUE		\$42,512	\$24,425	\$18,087	74.05%	\$126,456	\$115,925	\$10,531	9.08%
EXPENDITURES									
A	Customer Service								
	Personnel Service	\$7,933	\$8,481	\$548	6.46%	\$22,656	\$32,371	\$9,715	30.01%
	Supplies & Services	\$6,227	\$7,923	\$1,696	21.41%	\$19,332	\$28,229	\$8,897	31.52%
	Capital Outlay	\$0	\$0	\$0		\$0	\$0	\$0	
	Total Customer Service	\$14,160	\$16,404	\$2,244	13.68%	\$41,988	\$60,600	\$18,612	30.71%
B	Course Management								
	Personnel Service	\$17,485	\$23,833	\$6,348	26.64%	\$59,078	\$68,893	\$9,815	14.25%
	Supplies & Services	\$6,310	\$14,464	\$8,154	56.37%	\$15,443	\$27,852	\$12,409	44.55%
	Capital Outlay	\$0	\$0	\$0		\$0	\$0	\$0	
	Total Course Management	\$23,795	\$38,297	\$14,502	37.87%	\$74,521	\$96,745	\$22,224	22.97%
	Total Expenditures	\$37,955	\$54,701	\$16,746	30.61%	\$116,509	\$157,345	\$40,836	25.95%
	Net Income (Loss)	\$4,557	-\$30,276	\$34,833	115.05%	\$9,947	-\$41,420	\$51,367	124.01%
Report Name: Hickory Ridge Summary Financial Report									
Desktop: iMac- Numbers-PDF File									

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06/07/21

Accrual Basis

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

	Jan - Apr 21	Budget	\$ Over Budget
Income			
Alternative Revenue	20.02		
Alternative Revenue-Other	0.00	500.00	-500.00
Beer Sales	3,729.92	5,100.00	-1,370.08
Concessions	1,562.76	6,900.00	-5,337.24
Contributions/Grant Opportuniti	8,000.00	7,000.00	1,000.00
Donation	0.00	0.00	0.00
Driving Range	7,101.50	4,200.00	2,901.50
Facility Rental	150.00	225.00	-75.00
Gaming Machines	89.75	2,000.00	-1,910.25
Gift Certificates (Golf)	0.00	0.00	0.00
Golf Cart Fees	25,403.90	28,000.00	-2,596.10
Golf Fees	74,270.71	50,500.00	23,770.71
Jr Golf Fees	0.00	1,000.00	-1,000.00
Kitchen	1,078.74		
Merchandise	3,389.75	7,500.00	-4,110.25
Miscellaneous Shop Revenue	719.22	2,000.00	-1,280.78
Rental Revenue	0.00	0.00	0.00
Sales Tax	939.65	1,000.00	-60.35
Total Income	126,455.92	115,925.00	10,530.92
Expense			
(A) Payroll Expenses			
FICA Expense	1,266.25	1,962.00	-695.75
Health Insurance Expense	3,102.68	2,788.00	314.68
IMRF Expense	1,168.32	1,116.00	52.32
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	566.92	865.00	-298.08
Wages Hourly Fulltime	11,051.47	10,240.00	811.47
Wages Hourly Part Time	5,334.78	15,400.00	-10,065.22
(A) Payroll Expenses - Other	0.00	0.00	0.00
Total (A) Payroll Expenses	22,656.17	32,371.00	-9,714.83
Advertising/Promotion	0.00	500.00	-500.00
Awards/Recognition	0.00	0.00	0.00
Bank Charges	2,333.05	2,000.00	333.05
Building Repairs/Maintenance	2,072.04	668.00	1,404.04
Computer Equipment/Software	400.00	0.00	400.00
Concession Supplies	3,350.69	5,450.00	-2,099.31
Contractor Fees	0.00	100.00	-100.00
Dues and Subscriptions	340.00	500.00	-160.00
Electric Utilities	1,831.42	2,600.00	-768.58
Equipment Parts/Repairs	0.00	168.00	-168.00
Equipment Replacement	235.40	0.00	235.40
Fax/Modem	897.00	100.00	797.00
Food/Provisions	0.00	100.00	-100.00
Gas Utilities	483.02	727.00	-243.98
Golf Shop Supplies	3,844.16	6,668.00	-2,823.84
Inspection Fee	1,219.77	0.00	1,219.77
Janitorial Service	0.00	80.00	-80.00

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06/07/21
Accrual Basis

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

	Jan - Apr 21	Budget	\$ Over Budget
Janitorial Supplies	64.34	80.00	-15.66
Licenses	177.25	0.00	177.25
Maintenance Contracts	840.26	1,668.00	-827.74
Misc Supplies	0.00	1,668.00	-1,668.00
Office Equipment	0.00	700.00	-700.00
Office Supplies	140.01	164.00	-23.99
Postage/Freight	20.90	116.00	-95.10
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	168.00	-168.00
Sales Tax Expense	454.00	1,000.00	-546.00
Shop Supplies/Small Tools	154.57	0.00	154.57
Telephone Expense	312.45	1,668.00	-1,355.55
Training and Travel	0.00	1,000.00	-1,000.00
Vehicle Parts/Repairs	88.96	168.00	-79.04
Water Utilities	72.92	168.00	-95.08
Total Expense	41,988.38	60,600.00	-18,611.62
Net Income	84,467.54	55,325.00	29,142.54

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06/07/21
Accrual Basis

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

	Jan - Apr 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	1,000.00	-1,000.00
FICA Expense	3,231.07	3,957.00	-725.93
Health Insurance Expense	8,993.36	5,808.00	3,185.36
IMRF Expense	3,165.45	4,644.00	-1,478.55
On Call Wages	0.00	0.00	0.00
Overtime	18.09	300.00	-281.91
Salaries	22,882.40	23,240.00	-357.60
Unemployment Expense	1,118.18	1,746.00	-627.82
Wages Hourly Fulltime	13,614.84	19,344.00	-5,729.16
Wages Hourly Part Time	6,054.80	8,854.00	-2,799.20
(A)Payroll Expenses - Other	0.00	0.00	0.00
Total (A)Payroll Expenses	59,078.19	68,893.00	-9,814.81
Building Repairs/Maintenance	1,479.37	0.00	1,479.37
Chemicals	2,536.64	7,000.00	-4,463.36
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	500.00	-500.00
Contractor Fees	205.00	0.00	205.00
Course Accessories	0.00	1,200.00	-1,200.00
Dues and Subscriptions	250.00	375.00	-125.00
Electric Utilities	3,304.99	1,900.00	1,404.99
Equipment Parts/Repairs	634.81	0.00	634.81
Equipment Replacement	0.00	0.00	0.00
Fax/Modem	445.69	0.00	445.69
Fertilizer	588.00	5,000.00	-4,412.00
Food/Provisions	21.06	0.00	21.06
Fuel/Lubricants	1,252.65	1,480.00	-227.35
Gas Utilities	388.49	1,000.00	-611.51
Inspection Fee	889.00	800.00	89.00
Irrigation/Drainage Supply	0.00	11.42	-11.42
Janitorial Supplies	0.00	80.00	-80.00
Landscaping Supplies	203.53	250.00	-46.47
Licenses	0.00	0.00	0.00
Maintenance Contracts	425.75	1,120.00	-694.25
Office Equipment	0.00	250.00	-250.00
Office Supplies	73.36	140.00	-66.64
Paint/Supplies	44.28	140.00	-95.72
Payment Other Entities	0.00	0.00	0.00
Postage/Freight	27.92	60.00	-32.08
Rentals	0.00	2,200.00	-2,200.00
Safety/First Aid Supplies	0.00	120.00	-120.00
Shop Supplies/Small Tools	364.79	600.00	-235.21
Telephone Expense	91.78	600.00	-508.22

Profit & Loss Budget vs. Actual**GOLF MAINTENANCE**

	<u>Jan - Apr 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Training and Travel	0.00	0.00	0.00
Vehicle Parts/Repairs	1,960.94	2,666.00	-705.06
Water Utilities	199.54	360.00	-160.46
Total Expense	<u>74,521.50</u>	<u>96,745.42</u>	<u>-22,223.92</u>
Net Income	<u>-74,521.50</u>	<u>-96,745.42</u>	<u>22,223.92</u>