

## Golf/Cemetery Board Agenda

Tuesday, January 8, 2022 5:45 PM

City Hall Council Chambers, 612 N Main

**1. PUBLIC INPUT - If You Need To Address The Golf/Cemetery Board On An Item That Was Not On The Agenda, Excluding Personnel Items, Please Come Forward To The Podium And State Your Name And Concern. Presentations Will Be Limited To Three Minutes. Items Will Be Considered But No Action Will Be Taken At This Time.**

**2. DELEGATIONS**

**3. APPROVAL OF MINUTES**

Documents:

[12-13-21 GOLF CEMETERY BOARD MINUTES.PDF](#)

**4. Approval Of Bills**

Documents:

[CEMETERY GOLF DECEMBER 2021 CLAIMS 1.18.22.PDF](#)  
[CEMETERY GOLF DECEMBER 2021 CREDIT CARD BILLS.PDF](#)  
[GOLF REVENUE- EXPENSES DECEMBER 2021.PDF](#)  
[CEMETERY GOLF BILLS JANUARY 18 2022.PDF](#)  
[GOLF REVENUE- EXPENSES JANUARY 2022.PDF](#)  
[FEBRUARY 7 2022 CEMETERY- GOLF BILLS.PDF](#)

**5. OLD BUSINESS**

**6. NEW BUSINESS**

A. Clubhouse Report

Documents:

[JANUARY 2022 CLUBHOUSE REPORT.PDF](#)  
[2021 ROUNDS PLAYED.PDF](#)  
[2022 MAJOR TOURNAMENTS.PDF](#)

B. Superintendent Report

Documents:

[GOLF AND CEMETERY BOARD MEETING FEB. 2022.PDF](#)

C. Action To Set A \$15 Service Fee For Items Not Removed From The Community Gardens.

Documents:

[ACTION TO SET SERVICE FEE FOR ITEMS NOT REMOVED FROM COMMUNITY GARDENS.PDF](#)

**7. Executive Session According To SDCL 1-25-2 (1) Personnel.**

**8. NEXT MEETING DATE**

**9. ADJOURNMENT**

Golf & Cemetery Board Meeting  
December 13, 2021  
City Hall Council Chambers

Present: Jeff McEntee, Brian Johnson, Mark Graham, Joe Schlimgen, Terry Rietveld,  
Lynnette Shattuck

Staff Present: Jason Gunnare, Eric Hieb, Stephanie Ellwein City Administrator, Angel DeWaard

Called to order by McEntee at 5:46 PM

Motion Schlimgen, Second Rietveld to approve the agenda as submitted. Motion carried.

Public Input: None

Motion to approve the Minutes of the November 8, 2021 regular meeting by Rietveld, Second Johnson. Motion carried.

Motion to approve the Bills as submitted by Johnson, Second Graham. Motion carried.

#### Agenda Items

- A. Gunnare reviewed the Superintendent Report. There were 17 burials in November. Working on packing graves and flagging winter graves. Equipment maintenance and snow removal equipment ready. Evaluating policies and procedures for the community gardens. Two used mowers approved for cemetery, may look into one new ZTR with a 60" deck. Due to the lack of moisture, we hauled water to greens. Continued equipment maintenance. Coordinating tree work for after the first of the year. Pump work ready, Dakota pump will be doing the work. Keeping up with the rise of chemical and fertilizer costs, looking at different options. No update on the the timeline for the delivery of the new golf carts. Ongoing shop maintenance. Doing equipment research for next year. Working on schedule for maintenance and coordinating with Eric on tournaments to ensure we can fit in projects and routine maintenance. MTI brought a class to the clubhouse to come up with some concepts for a class project.
- B. Hieb reviewed the Clubhouse Report. Revenue is doing very well. Total rounds played for the season is 24,369. Course officially closed November 8<sup>th</sup> for the season. Starting schedule of events for next year. One more week left for Christmas sale, it is going well.
- C. Gunnare submitted the Degen Tree Removal Contract to the Board for approval noting they will be removing 50 trees, grinding stumps, plus an additional 15 stumps. We have designated location for piles of removed material and the Street Department will haul away. Work will begin after January 1<sup>st</sup> . After a brief discussion, Motion Rietveld, Second Schlimgen to approve the Degen Tree Removal Contract as submitted. Motion carried.

D. Hieb reviewed the tentative 2022 events/tournament schedule for the golf course with the Board. Hieb informed the Board the SDGA Men's and Women's Amateur will be held August 4<sup>th</sup>-7<sup>th</sup>. This will cause the course to be closed two weekends in a row, which is not ideal but the SDGA is a big draw and is not held in the same location every year. Gunnare reviewed the Capital Projects Schedule noting it will begin with the tree work and then move to tee boxes, leveling and forward tees. We will try to do the work in a fashion to allow as little play interruption as possible.

There being no further business the Board adjourned at 6:54 pm, noting January 10, 2022 at 5:45 PM as the date of the next regular meeting of the Golf/Cemetery Board.

PACKET: 06048 CREDIT CARDS - DEC CLAIMS

VENDOR SET: 01

FUND : 101 GENERAL

DEPARTMENT: 3700 CEMETERY

BANK: APBNK

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-07141	FIRST NATIONAL BANK OMA					
		I-196881254	101-43700-42600	SUPPLIES & MA ACCT #2164	191078	79.21
		I-679490	101-43700-42650	UNIFORMS ACCT #0200	191078	162.50
		I-P26675	101-43700-42600	SUPPLIES & MA ACCT #2164	191078	624.87
DEPARTMENT 3700 CEMETERY					TOTAL:	866.58

## REVENUE &amp; EXPENSE REPORT (UNAUDITED)

AS OF: DECEMBER 31ST, 2021

614-GOLF COURSE  
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YTD ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
INTERGOVERNMENTAL REV	0	0.00	0.00	0.00	0.00	0.00
CHARGES-GOODS & SERVICES	413,400	9,161.39	416,998.80	532,158.39	( 118,758.39)	128.73
MISCELLANEOUS REVENUE	<u>4,500</u>	<u>0.00</u>	<u>5,036.00</u>	<u>8,086.00</u>	( <u>3,586.00</u> )	<u>179.69</u>
TOTAL REVENUES	417,900	9,161.39	422,034.80	540,244.39	( 122,344.39)	29.28-
<u>EXPENDITURE SUMMARY</u>						
<u>GOLF COURSE</u>						
OTHER	0	0.00	65,976.94	0.00	0.00	0.00
SALARIES	221,200	12,361.80	219,434.37	173,343.50	47,856.50	78.37
CURRENT EXPENSES	170,840	16,369.89	171,122.84	188,664.24	( 17,824.24)	110.43
CAPITAL OUTLAY	<u>67,000</u>	<u>0.00</u>	<u>6,445.00</u>	<u>30,800.02</u>	<u>36,199.98</u>	<u>45.97</u>
TOTAL GOLF COURSE	<u>459,040</u>	<u>28,731.69</u>	<u>462,979.15</u>	<u>392,807.76</u>	<u>66,232.24</u>	<u>14.43</u>
TOTAL EXPENDITURES	459,040	28,731.69	462,979.15	392,807.76	66,232.24	14.43
REVENUE OVER/(UNDER) EXPENDITURES	( 41,140)	( 19,570.30)	( 40,944.35)	147,436.63	( 188,576.63)	458.38
OTHER SOURCES	0	13,625.00	545.00	16,625.00	( 16,625.00)	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER (USES)	( 41,140)	( 5,945.30)	( 40,399.35)	164,061.63	( 205,201.63)	0.00

## REVENUE &amp; EXPENSE REPORT (UNAUDITED)

AS OF: DECEMBER 31ST, 2021

## 614-GOLF COURSE

REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YTD ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>INTERGOVERNMENTAL REV</u>						
614-33930 FEMA DISAST ASST-CFDA #97.036	0	0.00	0.00	0.00	0.00	0.00
614-33931 STATE OF SD-DISASTER ASSIST	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL INTERGOVERNMENTAL REV	0	0.00	0.00	0.00	0.00	0.00
<u>CHARGES-GOODS &amp; SERVICES</u>						
614-3461 MEMBERSHIP FEES	142,000	5,857.50	135,068.31	169,775.63 (	27,775.63)	119.56
614-3462 RANGE MEMBERSHIP	12,500	0.00	13,613.95	17,488.40 (	4,988.40)	139.91
614-34620 RANGE BALLS	13,500	49.54	14,215.66	20,319.27 (	6,819.27)	150.51
614-34622 ADULT GREEN FEES	82,000	0.00	89,466.06	108,108.82 (	26,108.82)	131.84
614-34623 ADULT 9/18 SPLIT	0	0.00	0.00	0.00	0.00	0.00
614-34626 PUNCH CARDS	16,000	372.10	19,278.97	14,697.78	1,302.22	91.86
614-3463 ELECTRIC CART & STORAGE FEE	17,000	2,768.83	18,513.49	21,893.57 (	4,893.57)	128.79
614-34630 1.5% TOURISM TAX-RANGE BALLS	200	0.74	213.33	304.84 (	104.84)	152.42
614-34631 CART RENTAL	87,000	112.68	91,514.49	126,713.01 (	39,713.01)	145.65
614-34632 LAWN BOWLING MAINTENANCE	0	0.00	0.00	0.00	0.00	0.00
614-3464 ANNUAL TRAIL FEES	17,500	0.00	17,502.35	19,305.18 (	1,805.18)	110.32
614-34641 LOCKER FEE	1,000	0.00	871.39	2,008.47 (	1,008.47)	200.85
614-3465 TOURNAMENT SPONSOR FEE	19,000	0.00	11,545.07	26,043.20 (	7,043.20)	137.07
614-3466 MISC/GAS/PROG/CLUBHOUSE	2,300	0.00	1,249.39	1,782.35	517.65	77.49
614-3467 ADVERTISING REVENUE (NO TAX)	3,400	0.00	3,946.34	3,717.87 (	317.87)	109.35
614-3469 INTEREST EARNED	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CHARGES-GOODS & SERVICES	413,400	9,161.39	416,998.80	532,158.39 (	118,758.39)	28.73-
<u>MISCELLANEOUS REVENUE</u>						
614-367 CONTRIBUTION FR PRIVATE SOURCE	0	0.00	0.00	3,500.00 (	3,500.00)	0.00
614-3671 CONTR FR PRIVATE SOURCE LAWN B	0	0.00	0.00	0.00	0.00	0.00
614-3672 CITY CONTRIBUTION	4,500	0.00	4,500.00	4,500.00	0.00	100.00
614-369 REFUNDS AND REIMBURSEMENTS	<u>0</u>	<u>0.00</u>	<u>536.00</u>	<u>86.00</u> (	<u>86.00</u> )	<u>0.00</u>
TOTAL MISCELLANEOUS REVENUE	4,500	0.00	5,036.00	8,086.00 (	3,586.00)	79.69-
TOTAL REVENUE	417,900	9,161.39	422,034.80	540,244.39 (	122,344.39)	29.28-

## REVENUE &amp; EXPENSE REPORT (UNAUDITED)

AS OF: DECEMBER 31ST, 2021

614-GOLF COURSE  
GOLF COURSE

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YTD ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>OTHER</u>						
614-45250-21610 ACCRUED LEAVE EXPENSE	0	0.00	( 12,416.37)	0.00	0.00	0.00
614-45250-21620 PENSION EXPENSE	0	0.00	8,140.37	0.00	0.00	0.00
614-45250-21630 OPEB EXPENSE	0	0.00	3,880.00	0.00	0.00	0.00
614-45250-21670 DEPRECIATION EXPENSE	0	0.00	66,372.94	0.00	0.00	0.00
TOTAL OTHER	0	0.00	65,976.94	0.00	0.00	0.00
<u>SALARIES</u>						
614-45250-41100 SALARIES	104,849	7,219.00	89,726.86	61,946.31	42,902.69	59.08
614-45250-41110 OVERTIME	750	0.00	2,960.48	646.50	103.50	86.20
614-45250-41120 PART-TIME	57,500	1,429.25	57,271.56	66,012.56	( 8,512.56)	114.80
614-45250-41200 SOCIAL SECURITY/MEDICARE	12,496	636.82	11,051.11	9,252.53	3,243.47	74.04
614-45250-41300 RETIREMENT	6,351	433.14	5,561.24	3,731.92	2,619.08	58.76
614-45250-41500 GROUP INSURANCE	39,254	2,643.59	33,557.50	31,753.68	7,500.32	80.89
614-45250-41700 COMPENSATED ABSENCES	0	0.00	19,305.62	0.00	0.00	0.00
TOTAL SALARIES	221,200	12,361.80	219,434.37	173,343.50	47,856.50	21.63
<u>CURRENT EXPENSES</u>						
614-45250-42100 INSURANCE	9,500	0.00	9,072.71	9,515.40	( 15.40)	100.16
614-45250-42200 GOLF PRO CONTRACT	70,000	9,366.87	68,135.82	80,139.11	( 10,139.11)	114.48
614-45250-42250 PROFESSIONAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
614-45250-42300 PUBLISHING	2,500	0.00	1,992.00	2,613.41	( 113.41)	104.54
614-45250-42500 REPAIR & MAINTENANCE	5,500	0.00	12,442.18	7,580.59	( 2,080.59)	137.83
614-45250-42600 SUPPLIES & MATERIALS	29,300	5,056.00	20,335.24	29,260.35	39.65	99.86
614-45250-42601 SUPPLIES-LAWN BOWLING	0	0.00	0.00	0.00	0.00	0.00
614-45250-42602 CHEMICALS	17,000	0.00	20,217.61	16,603.60	396.40	97.67
614-45250-42603 SAND/GOLF COURSE	4,000	0.00	4,679.65	4,027.53	( 27.53)	100.69
614-45250-42604 TREES & SOD	2,000	0.00	2,579.75	1,950.00	50.00	97.50
614-45250-42610 GAS & FUEL	12,000	399.00	9,013.18	11,999.77	0.23	100.00
614-45250-42650 UNIFORMS	500	103.99	249.95	245.98	254.02	49.20
614-45250-42690 CHANGE IN INVENTORY	0	0.00	1,500.94	0.00	0.00	0.00
614-45250-42700 TRAVEL, CONF. & DUES	1,000	0.00	696.00	944.99	55.01	94.50
614-45250-42800 UTILITIES	13,000	1,069.71	14,593.05	16,000.93	( 3,000.93)	123.08
614-45250-42830 UTILITIES-WATER/SEWER	1,200	374.10	1,252.83	1,855.07	( 655.07)	154.59
614-45250-42920 COMPUTER SOFTWARE	3,140	0.00	3,135.25	3,382.45	( 242.45)	107.72
614-45250-42931 SALES TAX	200	0.22	212.30	270.06	( 70.06)	135.03
614-45250-42940 LIABILITY CLAIM	0	0.00	0.00	0.00	0.00	0.00
614-45250-42999 REFUNDS	0	0.00	1,014.38	2,275.00	( 2,275.00)	0.00
TOTAL CURRENT EXPENSES	170,840	16,369.89	171,122.84	188,664.24	( 17,824.24)	10.43-



CITY OF MITCHELL  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 31ST, 2021

614-GOLF COURSE  
 GOLF COURSE

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YTD ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>CAPITAL OUTLAY</u>						
614-45250-43200 BUILDINGS	0	0.00	0.00	0.00	0.00	0.00
614-45250-43300 IMPROVEMENTS	52,000	0.00	0.00	15,300.02	36,699.98	29.42
614-45250-43400 MACHINERY & EQUIPMENT	<u>15,000</u>	<u>0.00</u>	<u>6,445.00</u>	<u>15,500.00</u>	<u>( 500.00)</u>	<u>103.33</u>
TOTAL CAPITAL OUTLAY	67,000	0.00	6,445.00	30,800.02	36,199.98	54.03
TOTAL GOLF COURSE	459,040	28,731.69	462,979.15	392,807.76	66,232.24	14.43
	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	459,040	28,731.69	462,979.15	392,807.76	66,232.24	14.43
REVENUE OVER/(UNDER) EXPENDITURES	( 41,140)	( 19,570.30)	( 40,944.35)	147,436.63	( 188,576.63)	458.38
<u>OTHER FINANCING SOURCES</u>						
614-3900 FROM GENERAL FUND	0	0.00	0.00	0.00	0.00	0.00
614-39104 DAMAGE/LOSS REIMB-CAPITAL ASSE	0	0.00	0.00	0.00	0.00	0.00
614-39127 NOTE PROCEEDS	0	0.00	0.00	0.00	0.00	0.00
614-39131 SALE OF FIXED ASSETS~EQUIP	<u>0</u>	<u>13,625.00</u>	<u>545.00</u>	<u>16,625.00</u>	<u>( 16,625.00)</u>	<u>0.00</u>
TOTAL OTHER FINANCING SOURCES	0	13,625.00	545.00	16,625.00	( 16,625.00)	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER (USES)	( 41,140)	( 5,945.30)	( 40,399.35)	164,061.63	( 205,201.63)	498.79

## REVENUE &amp; EXPENSE REPORT (UNAUDITED)

AS OF: JANUARY 31ST, 2022

614-GOLF COURSE  
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YTD ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
INTERGOVERNMENTAL REV	0	0.00	0.00	0.00	0.00	0.00
CHARGES-GOODS & SERVICES	413,400	3,832.92	3,003.09	3,832.92	409,567.08	0.93
MISCELLANEOUS REVENUE	4,500	0.00	0.00	0.00	4,500.00	0.00
TOTAL REVENUES	417,900	3,832.92	3,003.09	3,832.92	414,067.08	99.08
<u>EXPENDITURE SUMMARY</u>						
<u>GOLF COURSE</u>						
OTHER	0	0.00	0.00	0.00	0.00	0.00
SALARIES	221,200	8,674.46	9,312.12	8,674.46	212,525.54	3.92
CURRENT EXPENSES	170,840	211.96	4,461.45	211.96	170,628.04	0.12
CAPITAL OUTLAY	67,000	0.00	0.00	0.00	67,000.00	0.00
TOTAL GOLF COURSE	459,040	8,886.42	13,773.57	8,886.42	450,153.58	98.06
TOTAL EXPENDITURES	459,040	8,886.42	13,773.57	8,886.42	450,153.58	98.06
REVENUE OVER/(UNDER) EXPENDITURES	( 41,140)	( 5,053.50)	( 10,770.48)	( 5,053.50)	( 36,086.50)	87.72
OTHER SOURCES	0	0.00	0.00	0.00	0.00	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER (USES)	( 41,140)	( 5,053.50)	( 10,770.48)	( 5,053.50)	( 36,086.50)	0.00

## REVENUE &amp; EXPENSE REPORT (UNAUDITED)

AS OF: JANUARY 31ST, 2022

614-GOLF COURSE

REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YTD ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>INTERGOVERNMENTAL REV</u>						
614-33930 FEMA DISAST ASST-CFDA #97.036	0	0.00	0.00	0.00	0.00	0.00
614-33931 STATE OF SD-DISASTER ASSIST	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL INTERGOVERNMENTAL REV	0	0.00	0.00	0.00	0.00	0.00
<u>CHARGES-GOODS &amp; SERVICES</u>						
614-3461 MEMBERSHIP FEES	142,000	3,305.39	2,564.39	3,305.39	138,694.61	2.33
614-3462 RANGE MEMBERSHIP	12,500	0.00	0.00	0.00	12,500.00	0.00
614-34620 RANGE BALLS	13,500	0.00	0.00	0.00	13,500.00	0.00
614-34622 ADULT GREEN FEES	82,000	0.00	0.00	0.00	82,000.00	0.00
614-34623 ADULT 9/18 SPLIT	0	0.00	0.00	0.00	0.00	0.00
614-34626 PUNCH CARDS	16,000	0.00	0.00	0.00	16,000.00	0.00
614-3463 ELECTRIC CART & STORAGE FEE	17,000	527.53	438.70	527.53	16,472.47	3.10
614-34630 1.5% TOURISM TAX-RANGE BALLS	200	0.00	0.00	0.00	200.00	0.00
614-34631 CART RENTAL	87,000	0.00	0.00	0.00	87,000.00	0.00
614-34632 LAWN BOWLING MAINTENANCE	0	0.00	0.00	0.00	0.00	0.00
614-3464 ANNUAL TRAIL FEES	17,500	0.00	0.00	0.00	17,500.00	0.00
614-34641 LOCKER FEE	1,000	0.00	0.00	0.00	1,000.00	0.00
614-3465 TOURNAMENT SPONSOR FEE	19,000	0.00	0.00	0.00	19,000.00	0.00
614-3466 MISC/GAS/PROG/CLUBHOUSE	2,300	0.00	0.00	0.00	2,300.00	0.00
614-3467 ADVERTISING REVENUE (NO TAX)	3,400	0.00	0.00	0.00	3,400.00	0.00
614-3469 INTEREST EARNED	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CHARGES-GOODS & SERVICES	413,400	3,832.92	3,003.09	3,832.92	409,567.08	99.07
<u>MISCELLANEOUS REVENUE</u>						
614-367 CONTRIBUTION FR PRIVATE SOURCE	0	0.00	0.00	0.00	0.00	0.00
614-3671 CONTR FR PRIVATE SOURCE LAWN B	0	0.00	0.00	0.00	0.00	0.00
614-3672 CITY CONTRIBUTION	4,500	0.00	0.00	0.00	4,500.00	0.00
614-369 REFUNDS AND REIMBURSEMENTS	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL MISCELLANEOUS REVENUE	4,500	0.00	0.00	0.00	4,500.00	100.00
TOTAL REVENUE	417,900	3,832.92	3,003.09	3,832.92	414,067.08	99.08

## REVENUE &amp; EXPENSE REPORT (UNAUDITED)

AS OF: JANUARY 31ST, 2022

614-GOLF COURSE  
GOLF COURSE

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YTD ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>OTHER</u>						
614-45250-21610 ACCRUED LEAVE EXPENSE	0	0.00	0.00	0.00	0.00	0.00
614-45250-21620 PENSION EXPENSE	0	0.00	0.00	0.00	0.00	0.00
614-45250-21630 OPEB EXPENSE	0	0.00	0.00	0.00	0.00	0.00
614-45250-21670 DEPRECIATION EXPENSE	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER	0	0.00	0.00	0.00	0.00	0.00
<u>SALARIES</u>						
614-45250-41100 SALARIES	104,849	6,010.18	4,894.31	6,010.18	98,838.82	5.73
614-45250-41110 OVERTIME	750	0.00	0.00	0.00	750.00	0.00
614-45250-41120 PART-TIME	57,500	0.00	1,089.46	0.00	57,500.00	0.00
614-45250-41200 SOCIAL SECURITY/MEDICARE	12,496	418.86	391.10	418.86	12,077.14	3.35
614-45250-41300 RETIREMENT	6,351	360.61	293.66	360.61	5,990.39	5.68
614-45250-41500 GROUP INSURANCE	39,254	1,884.81	2,643.59	1,884.81	37,369.19	4.80
614-45250-41700 COMPENSATED ABSENCES	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES	221,200	8,674.46	9,312.12	8,674.46	212,525.54	96.08
<u>CURRENT EXPENSES</u>						
614-45250-42100 INSURANCE	9,500	0.00	0.00	0.00	9,500.00	0.00
614-45250-42200 GOLF PRO CONTRACT	70,000	0.00	4,460.42	0.00	70,000.00	0.00
614-45250-42250 PROFESSIONAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
614-45250-42300 PUBLISHING	2,500	0.00	0.00	0.00	2,500.00	0.00
614-45250-42500 REPAIR & MAINTENANCE	5,500	0.00	0.00	0.00	5,500.00	0.00
614-45250-42600 SUPPLIES & MATERIALS	29,300	211.22	0.00	211.22	29,088.78	0.72
614-45250-42601 SUPPLIES-LAWN BOWLING	0	0.00	0.00	0.00	0.00	0.00
614-45250-42602 CHEMICALS	17,000	0.00	0.00	0.00	17,000.00	0.00
614-45250-42603 SAND/GOLF COURSE	4,000	0.00	0.00	0.00	4,000.00	0.00
614-45250-42604 TREES & SOD	2,000	0.00	0.00	0.00	2,000.00	0.00
614-45250-42610 GAS & FUEL	12,000	0.00	0.00	0.00	12,000.00	0.00
614-45250-42650 UNIFORMS	500	0.00	0.00	0.00	500.00	0.00
614-45250-42690 CHANGE IN INVENTORY	0	0.00	0.00	0.00	0.00	0.00
614-45250-42700 TRAVEL, CONF. & DUES	1,000	0.00	0.00	0.00	1,000.00	0.00
614-45250-42800 UTILITIES	13,000	0.00	0.00	0.00	13,000.00	0.00
614-45250-42830 UTILITIES-WATER/SEWER	1,200	0.00	0.00	0.00	1,200.00	0.00
614-45250-42920 COMPUTER SOFTWARE	3,140	0.00	0.00	0.00	3,140.00	0.00
614-45250-42931 SALES TAX	200	0.74	1.03	0.74	199.26	0.37
614-45250-42940 LIABILITY CLAIM	0	0.00	0.00	0.00	0.00	0.00
614-45250-42999 REFUNDS	0	0.00	0.00	0.00	0.00	0.00
TOTAL CURRENT EXPENSES	170,840	211.96	4,461.45	211.96	170,628.04	99.88

CITY OF MITCHELL  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JANUARY 31ST, 2022

614-GOLF COURSE  
 GOLF COURSE

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YTD ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>CAPITAL OUTLAY</u>						
614-45250-43200 BUILDINGS	0	0.00	0.00	0.00	0.00	0.00
614-45250-43300 IMPROVEMENTS	52,000	0.00	0.00	0.00	52,000.00	0.00
614-45250-43400 MACHINERY & EQUIPMENT	<u>15,000</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>15,000.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	67,000	0.00	0.00	0.00	67,000.00	100.00
TOTAL GOLF COURSE	459,040	8,886.42	13,773.57	8,886.42	450,153.58	98.06
	=====	=====	=====	=====	=====	=====
<hr/>						
TOTAL EXPENDITURES	459,040	8,886.42	13,773.57	8,886.42	450,153.58	98.06
<hr/>						
REVENUE OVER/(UNDER) EXPENDITURES	( 41,140)	( 5,053.50)	( 10,770.48)	( 5,053.50)	( 36,086.50)	87.72
<hr/>						
<u>OTHER FINANCING SOURCES</u>						
614-3900 FROM GENERAL FUND	0	0.00	0.00	0.00	0.00	0.00
614-39104 DAMAGE/LOSS REIMB-CAPITAL ASSE	0	0.00	0.00	0.00	0.00	0.00
614-39127 NOTE PROCEEDS	0	0.00	0.00	0.00	0.00	0.00
614-39131 SALE OF FIXED ASSETS~EQUIP	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL OTHER FINANCING SOURCES	0	0.00	0.00	0.00	0.00	0.00
<hr/>						
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER (USES)	( 41,140)	( 5,053.50)	( 10,770.48)	( 5,053.50)	( 36,086.50)	87.72

01/02/2022 2:53 PM  
 PACKET: 06057 2-7-2022 MTG  
 VENDOR SET: 01  
 FUND : 101 GENERAL  
 DEPARTMENT: 3700 CEMETERY  
 BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

BANK: APBNK

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-00424	RUNNINGS SUPPLY INC					
		I-1336246	101-43700-42600	SUPPLIES & MA GROUND CLAMP BATTERY GRINDING	191404	60.25
01-00712	NAPA AUTO PARTS					
		I-761182	101-43700-42600	SUPPLIES & MA CID V6 HARDWARE	191379	44.27
		I-761294	101-43700-42600	SUPPLIES & MA OIL AND FUEL FILTER	191379	90.38
		I-761641	101-43700-42600	SUPPLIES & MA OIL FILTER	191379	45.06
		I-761891	101-43700-42600	SUPPLIES & MA OIL FUEL FILTER	191379	39.76
01-01199	STURDEVANTS - MITCHELL					
		I-15-249861	101-43700-42600	SUPPLIES & MA BATTERY	191429	108.79
01-01325	MEYERS OIL CO					
		I-017655	101-43700-42610	GAS & FUEL MEYERS OIL CO	191368	391.25
01-01590	MCLEOD'S PRINTING					
		I-55139	101-43700-42600	SUPPLIES & MA PEN SHARPIE FANFOLD DISPENSER	191363	50.10
01-01944	PFEIFER IMPLEMENT CO					
		I-01-138436	101-43700-42600	SUPPLIES & MA WINSHIELD MOLDED GLASS	191393	1,233.05
01-02495	SCOTT SUPPLY CO.					
		I-88443P	101-43700-42600	SUPPLIES & MA SKIDLOADER DOOR	191411	105.00
01-02679	MENARD'S INC					
		I-29800A	101-43700-42600	SUPPLIES & MA KEROSENE SAFETY GLASS TINT	191364	109.92
01-09703	AMAZON CAPITAL SERVICES					
		I-193Q-373D-R93L	101-43700-42600	SUPPLIES & MA WALL FILE ORGANIZER	191282	39.98
		I-1HYM-7VNC-JJX4	101-43700-42600	SUPPLIES & MA 4 SEATS FOR WORKMAN MDS	191282	379.98
		I-1RQW-T6PW-6FGM	101-43700-42600	SUPPLIES & MA FILE ORGANIZER, TIRES, PENS	191282	633.62
01-10412	JON THURMAN					
		I-1/21/2022	101-43700-42700	TRAVEL, CONF. CDL PERMIT	191438	33.00
DEPARTMENT 3700 CEMETERY					TOTAL:	3,364.41

2/02/2022 2:53 PM  
 REGULAR DEPARTMENT PAYMENT REGISTER  
 PACKET: 06057 2-7-2022 MTG  
 VENDOR SET: 01  
 FUND : 614 GOLF COURSE  
 DEPARTMENT: 5250 GOLF COURSE  
 BUDGET TO USE: CB-CURRENT BUDGET

PAGE: 50  
 BANK: APBNK

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-00424	RUNNINGS SUPPLY INC	I-1336246	614-45250-42600	SUPPLIES & MA GROUND CLAMP BATTERY GRINDING	191404	60.25
01-00565	SDML WORKERS' COMPENSAT	I-21034	614-45250-42100	INSURANCE 2022 RENEWAL	191416	1,007.00
		I-21034	614-45250-42100	INSURANCE 2022 RENEWAL	191416	859.00
01-01199	STURDEVANTS - MITCHELL	I-15-248698	614-45250-42600	SUPPLIES & MA TAILGATE HANDLE	191429	49.99
		I-15-250295	614-45250-42600	SUPPLIES & MA SEAL	191429	9.43
01-01325	MEYERS OIL CO	I-017655	614-45250-42610	GAS & FUEL MEYERS OIL CO	191368	391.25
01-02679	MENARD'S INC	I-29800A	614-45250-42600	SUPPLIES & MA KEROSENE SAFETY GLASS TINT	191364	109.93
01-02786	DEGEN STUMP REMOVAL INC	I-20170908	614-45250-43300	IMPROVEMENTS DROP TREE GRIND STUMP	191321	12,100.00
01-02950	TRACTOR SUPPLY CREDIT P	I-406204	614-45250-42600	SUPPLIES & MA TOWEL BUCKET	191441	29.98
01-08892	ERIC HIEB	I-1/31/2022	614-45250-42200	GOLF PRO CONT CC FEES, CLOVER SERVICE PLAN	191343	53.27
		I-1/31/22	614-45250-42200	GOLF PRO CONT CONTRACT, CART RENT, RANGE	191343	4,460.42
01-08909	LEISURE DESIGN SYSTEMS	I-22065	614-45250-42920	COMPUTER SOFT CONTROL SYSTEM ANNUAL SUPPORT	191359	995.00
01-09703	AMAZON CAPITAL SERVICES	I-1GXL-FD3Q-11YK	614-45250-42600	SUPPLIES & MA BACK SEATS FOR UTV	191282	398.18
		I-1RQW-T6PW-6FGM	614-45250-42600	SUPPLIES & MA FILE ORGANIZER, TIRES, PENS	191282	498.58
		I-1RXJ-11WM-QXVJ	614-45250-42600	SUPPLIES & MA AIR FILTER TUNE UP KIT	191282	28.98
		I-1TPW-MTP3-GCWR	614-45250-42600	SUPPLIES & MA WORKMAN REAR TIRES	191282	205.99
01-10270	JASON GUNNARE	I-1/19/2022	614-45250-42700	TRAVEL, CONF. CDL PERMIT	191338	33.00
					DEPARTMENT 5250 GOLF COURSE	TOTAL: 21,290.25
					FUND 614 GOLF COURSE	TOTAL: 21,290.25

## January Lakeview Golf Course Clubhouse Report

- Cleaning and preparing for 2022 Golf Season
- Revenue Report
- Adjusting rates on POS system and website to coordinate with the new rates set at previous meeting
- Organizing details for events/outings/tournaments/junior golf/etc.
- Major Events Schedule (Attached)
- 2021 Rounds Played Refresher (Attached)

Thanks,

Eric Hieb



## 2021 Rounds Played & Membership Numbers

### Rounds

Nov. 2020 Rounds Played = 465 (Stayed open until November 8<sup>th</sup>)

Nov. 2021 Rounds Played = 221 (Stayed open until November 8<sup>th</sup>)

Total Rounds Played 2020 = 20,861

Total Rounds Played 2021 = 24,369

### Membership

#### 2019 Numbers

Single: 142

H/W: 86

College: 9

Student: 47

Family: 198

Total: 485

#### 2020 Numbers

Single: 123

H/W: 86

College: 10

Student: 28

Family: 191

Total: 438

#### 2021 Numbers

Single: 167

H/W: 110

College: 19

Student: 40

Family: 262

Total: 598

**New Members: 74**

#### Punch cards:

- 41 without Cart
- 54 with Cart

#### City of Mitchell Fun Pass Holders

Tim Konrad - Single

Lakin Neugebauer - Single

Craig Tischler - Single

Mike Weins - Single

Jerry Thomsen – Single

Rube Adam – Single

Skyler Mickelson – Single

Leroy Polreis - Single

Casey Weins - Single

Taylor Moore - Couples

Jose Rincones - Couples

B. Wegehaupt - Couples

Cory Wegehaupt - Couples

Josh Henriksen - Couples

Cody Miles - Couples

Tom Day – Couples

Josh Paulson - Couples

Linda Lurken - Couples

Bob Young - Couples

Bill Nebelsick - Couples

Aaron Moller - Couples

Dave Brooks - Single

Patrick London - Couples

John Lyle – Family

Kyle Claussen – Family

Shawn Haley – Family

Cody Konrad – Family

Ryan Patzer – Family

Ryan Tupper – Family

Mark Wilson – Family

Bruce Dejong – Family

Angela Ness – Family

Freddy Ellis – Family

Nick Rockwell – Family

Cody Larson – Family

Matt Buschbach – Family

Tim Bottum – Family

Charlie Bates – Family

Jason Bates – Family

Scott Houwman – Family

Katie Morrison – Family

Tyann Eldeen – Family

Brent Gades – Family  
Vicki Adams – Family  
RJ Rylance – Family  
Blake Sabers – Family  
Chris Plamp – Family  
Jenis Pischel – Family  
Kyle Peschong – Family  
Alisha Hilbrands – Family  
Josh Gebel – Family  
Adam Smith – Family  
Eric Hohn – Family  
Kara Stange – Family  
Michelle Keenan – Family  
Zach Knecht – Family  
Trevor Oswald – Family  
Robert Buchholz – Family  
Chris Vogl – Family  
Katie Royston – Family  
Austin Blair – Family

# March

2022

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

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# April

# 2022

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

1

2

Class B  
Classic  
10:30am  
Shotgun

3

4

5

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14

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16

Parkston  
Girls  
Invite  
10:30am  
Shotgun

17

18

19

20

21

22

23

24

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# May

# 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	MHS JV Girls Invite 10am Shotgun	2	3	4	5	6
8	9	10	11	12	MHS Varsity Girls Invite 10:30am Shotgun	14
15	16	Mitchell Middle School Girls ESD Meet 10am Shotgun	17	18	19	Pre Region 4B Boys + Girls 10:30am Shotgun
22	23	Region 4B Boys + Girls 9am Tel Times	24	25	26	Mitchell Christian Fundraiser 4 Person Scramble 1pm Shotgun
29	30	Region 3A Girls Golf Meet 10 am Shotgun	31			

# June

# 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					John Paul II Fundraiser "Bids for Kids" 12:30pm Shotgun	
			1	2	3	4
			SDGA Jr. Tour Event 8am Tee Times #1 + #10		Chamber Classic 4 Person Scramble 12:30pm Shotgun	Big Dummy's Bar + Grill 2 Person Scramble 10 am Shotgun
5	6	7	8	9	10	11
12	13	14	15	16	17	18
Veteran's Fundraiser 2 Person Scramble Noon Shotgun						
19	20	21	22	23	24	25
Lakeriew 4 Person Scramble 8am - 1pm Tee Times 4-Somes	SDGA Sanford Jr. Golf Series 11am - 1pm Tee Times Front + Back					
26	27	28	29	30		

# July

# 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
					Adult/Junior Scramble 6pm Shotgun 9 Holes Front + Back 1	2	
	Vermonten Open 9am-noon Tee Times 9 Holes 3 Front Nine	4	5	6	7	8 SD National Guard Fundraiser 9am Shotgun	9
10	11	12	13	14	15 SDARL Golf Outing 11:30 am Reverse Shotgun	16 City Tourney Lakeview 9am - 11:30am Tee Times #1	
17 City Tourney Wild Dak	18	19 GPS Senior Tour Lakeview 2 Man Scramble 10:30 am Shotgun	20	21	22 No Events	23 No Events	
24 Day 2 Member/Guest 9am Shotgun 24/31	25	26	27	28	29 Member/Guest Practice Round Tee Times	30 Day 1 Member/Guest	

# August

# 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				Practice Round for SDGA Tee Times	SDGA Men's & Women's Amateur Round 1	Round 2
	1	2	3	4	5	6
Round 3			Pepsi Cola 2 Woman Scramble 9am Shotgun			Emery Open Fundraiser 1pm Shotgun
7	8	9	10	11	12	13
				MHS Boys Dual against Huron 10am		Meadowbrook Masters 10am Tee Times
14	15	16	17	18	Meadowbrook Masters 2pm Tee Times	20
	Aerification				Stifel/Nicolaus Golf Outing 1pm Reverse Shotgun	Innovative Systems Employee Golf Outing 9am Shotgun
21	22	23	24	25	26	27
28	29	30	31			



# September

# 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Parkston Invite Boys 10:30am Shotgun	
				1	2	3
Lakerivw 2 Person Scramble Eum-Nan Tel Times #1 4		Mitchell Middle School Invite 1pm 9 Holes 6		7		Doorn/Zens Family Reunion 12:30 pm Shotgun 9 Holes-Front 9 10
				8	9	
		NAU Golf Outing 1pm Reverse Shotgun	Pork Products Fundraiser 11am Shotgun		MHS Boys Invite 10:30 am Shotgun	
11	12	13	14	15	16	17
Mitchell/ Madison Ryder Cup 10am Shotgun @ Lakerivw 18	MTI Fundraiser 3:30 Shotgun Front + Back 19		GPS Senior Final 2 Man Scramble 10:30am Shotgun 21			Dental Designs Golf Outing 3pm Shotgun Front 9 Only 24
				22	23	
	Region Boys 3A 10am Tel Times #1 + #10 40 Golfers 25			28	29	
	26	27			30	

# October

2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						DWN Baseball Fundraiser - Change Date?? - 1
State AA Boys Practice Round 2	State AA Boys Tue Times #1 + #10 Round 1 3	State AA Boys Tue Times #1 + #10 Round 2 4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

# Golf and Cemetery Board Meeting

February 8<sup>th</sup> 2022

## Cemetery

- Pay loader has some electrical problems so tree clean-up has been delayed. Degen has completed the part on the golf course. We may have him do some odds and ends yet.
- We have had to thaw all graves in January.
- Below you see where we are on the mapping of the Cemetery.
- Looking into putting Mausoleum spots on south side of block 2.
- Will use the rest of money left from mapping to do expansion work.
  - Should be about \$13,000
- Garden contracts have gone out.

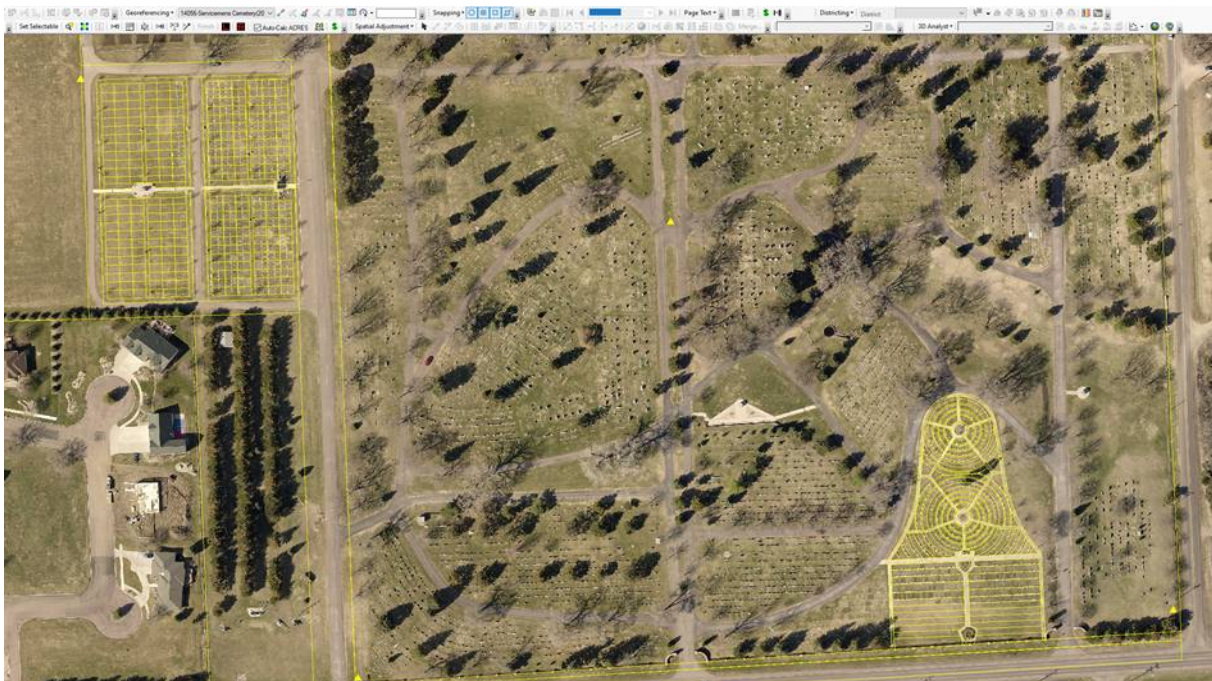
- **PLEASE HELP US KEEP COST LOW! KEEP YOUR GARDEN PLOT(S) CLEAN!**

Weedy & unattended gardens are a problem. **It is your responsibility to be a good gardening neighbor by taking care of the weeds in your plot(s) as our staff does not handle this responsibility.**

The staff on an as needed basis will mow unrented plots.

At the end of the gardening season, you're responsible for clearing your plot(s) of all items/debris. If this is not removed by October 15<sup>th</sup>, you will be charged a \$15 service fee for the cost of clearing out items & debris. If the service fee isn't paid, you will lose your renewal privileges-meaning your plot(s) will be available to the public the following season.

Thank you for your cooperation and understanding!



## Golf

- The contract for golf course trees is satisfied.
  - We will have him do some more odds and ends going forward
  - 2-3 days of bucket truck work doing hangers and clean up on things out of our reach.
- The pond clean up on 11 is in progress.
- Looking into possibility of purchasing a box scrapper with laser leveling capabilities.
  - This would allow us to level new and existing tees to a more precise grade.
  - On old tees remove sod and level, or take out crown.



- If we bring in a contractor it would have to be in June or October.
  - This would have things grassed in for our big tournaments.
  - If we wait until October we will start right after the State AA.
    - Possible projects
      - #9, #18 greens.
      - Prepare for bigger projects.
      - Bunkers
- Aerification Schedule
  - May have to move date to accommodate tournaments.
  - Looking into alternative method that will decrease healing time.
- Purchased a rotary brush for working in sand. \$800 Pictured above
- Getting seasonal employees locked up.
- Working on equipment.
  - Pay loader is at street shop
  - Workman's are almost done.
  - Getting into mowers.
- Looking into new engine for blower. \$3,000
- Dakota Pump started working on pumps.

# CITY OF MITCHELL

Golf- Cemetery Board Meeting  
Agenda Item Request



Meeting Date Requested:

2/8/22

Requested By:

Jason Gunnare

Amount Budgeted in current fiscal year for this item (if applicable):

Click or tap here to enter text.

Agenda Item:

Action to set \$15 service fee for items not removed from the Community Garden by October 15.

Explanation/Background of Agenda Item Requested:

Staff is requesting that the Golf-Cemetery Board set a \$15 service fee to clear out items from the community garden that are not removed by October 15. This fee will cover the cost of City Staff removing the items that were left.

Staff recommends approval.