

Golf/Cemetery Board Agenda

Council Chambers, 612 N Main

Monday, June 13, 2022 5:45 PM

**1. CALL TO ORDER**

**2. 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.**

**3. DELEGATIONS**

**4. Approval Of Minutes**

Documents:

[5-9-2022 GOLF-CEMETERY BOARD MINUTES.PDF](#)

**5. Approve Financial Reports**

Documents:

[CEMETERY REVENUE-EXPENSE REPORT - 2873.PDF](#)  
[CEMETERY BILLS.PDF](#)  
[GOLF COURSE REVENUE-EXPENSE REPORT - 2876.PDF](#)  
[GOLF COURSE BILLS.PDF](#)

**6. Superintendent Report**

Documents:

[JUNE 13TH 2022.PDF](#)

**7. Clubhouse Report**

Documents:

[MAY 2022 CLUBHOUSE REPORT.PDF](#)  
[MAY 2022 ROUNDS PLAYED MEMBERSHIP.PDF](#)

**8. Discussion On 2022 Project Progress**

**9. Discussion On 2023 Project Requests**

**10. NEXT MEETING DATE**

**11. ADJOURNMENT**

5/9/2022 - Minutes

**1. CALL TO ORDER**

*Meeting called to order by Jeff McEntee, Chairman at 5:47 PM*

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

*Council Liaison: Dan Sabers*

*Staff Present: Jason Gunnare, Eric Hieb, Kevin Nelson, Angel DeWaard, City Attorney Justin Johnson*

**2. 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.**

**3. DELEGATIONS**

**4. Discussion - City Attorney To Discuss Board Procedure**

*City Attorney Johnson discussed Board Procedures highlighting the following noting these are just meant to be guidelines: Role of presiding officer; Introductory statements; Motions; Main motions; Other common motions; Handling motions; Motion hierarchy.*

**5. Approve Service Animal Policy - Golf Course**

*Gunnare submitted the Lakeview Golf Course Service Animal Policy to the Board for approval noting this will establish what is required to have a service animal on the premises as well as rules while the service animals is on the premises including emotional support animals, comfort animals or therapy animals. After a brief discussion, Motion Rietveld, Second Schlimgen to approve te Lakeview Golf Course Service Animal Policy as submitted. Motion carried.*

**6. Approval Of Minutes**

*Motion to approve the Minutes of the March 14, 2022 regular meeting as submitted. Motion McEntee, Second Schlimgen to approve the Minutes of the March 14, 2022 meeting. Motion carried.*

**7. Financial Reports**

*Motion Johnson, Second Rietveld to approve the Bills as submitted. Motion carried.*

**8. Superintendent Report**

***Golf & Cemetery board Meeting***

***May 9<sup>th</sup> 2022***

***Cemetery***

- *Working on getting irrigation up and running.*
- *Packing and seeding graves.*

- *Serviceman's Cemetery is putting up a shelter on the north side of Kippes Park.*
  1. *The city is not paying for the construction and is not responsible for the maintenance of this structure.*
  2. *The intent of this structure is for families after funerals and the general public.*
- *Doing some fertilization on some areas that have been struggling the last couple of years.*
- *Pay loader is down with a broken hose.*
  1. *We will be down for almost 2 weeks waiting for the ends to make a new hose.*
- *Aaron has been working on a parking area west of the bunker.*
  1. *We are getting some recycle material from the street department.*
  2. *We are hoping to get the area cleaned up and more organized.*
- *No word on the digital Cemetery from district 3.*

### **Community Gardens**

- *Opening up the gardens this weekend.*
  1. *We have been waiting for soil temperatures to warm up, and the 2" rain set us back.*
  2. *Should be open by this meeting.*
- *24 spots still available. This is a little behind but the weather has not been great.*
- *New people are coming in every day.*
- *We did block off eight spots on the east side of the garden because the trees cast heavy shade and they have not been producing as well as the others. We will let them be rented if needed.*

### **Golf**

- *Half of the golf carts arrived last week should have the balance early this week.*
- *The new central controller was installed since the last meeting.*
  1. *Still working on the remote monitoring on my phone.*
  2. *One of the main components that controls the system was not working when it was being installed so with the program that we are in this was replaced.*
    - *If we were not in this program we would of payed for it.*
    - *We also ran some extra communication wire to my office to the new component.*
- *Got new Honda motor for the buffalo blower installed.*
- *The pumps were installed on the 15<sup>th</sup> of April.*
  1. *There has been issues with the communication with the pump house.*
  2. *After installing the new pumps both check valves were not sealing.*
    - *I will be replacing the one that is leaking more. I am hoping that the other one that leaks by less will reseal itself.*
  3. *After pulling the pumps out we noticed that there was a big mass of roots in the wet well. We cut them out before we put the pumps back in.*
  4. *We ended up pulling the # 1 pump motor it was not running right, and did not smell good.*
    - *The Motors do have a 3 year warranty from the company that did the work to them. They have the motor and I am waiting for word on what is wrong with it.*
    - *The expense of taking the motor back out will not be covered.*
- *We had to replace three sprinklers. Two were struck by aerification last fall.*
- *One break I believe was from a frost heave.*
- *We lost some turf because of the dry winter, and the lack of water.*
  1. *We hauled water to the greens multiple times. There is some week areas on the greens,*

and we may have lost some small spots on the greens.  
2. Most of the lost turf is on tees, fairways, and approaches.

- The fire department did a dive for me this last week to check my intake for zebra mussels. They did not find any sign of them on it, and I did not see any sign of them in the wet well.
  1. I am looking into what would need to be done if or when they become a problem.
- The golf course was rated on April 25<sup>th</sup>.

Golf and Cemetery Superintendent

Jason Gunnare

## 9. Clubhouse Report

April Lakeview Golf Course Clubhouse Report

- Slow start to the 2022 Golf Season
- Revenue Report
- Organizing details for events/outings/tournaments/junior golf/etc.
- May and June Major Events Schedule (Attached)
- 2022 Rounds Played YTD and Memberships

Thanks,

Eric Hieb

2022 Rounds Played & Membership Numbers

Rounds

March – April 2021 Rounds Played = 3,020

March – April 2022 Rounds Played = 1,497

Total Rounds Played 2021 = 24,369

Total Rounds Played 2022 = 1,497

Membership

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

2022 Numbers

Single: 111

H/W: 72

College: 8

Student: 25

Family: 115

Total: 331

New Members: 20

Punch cards:

- 14 without Cart

- 15 with Cart

**10. Approve Servicemen's Memorial Cemetery & Kippes Memorial Park Maintenance And Lot Sale Agreement 2022**

*Gunnare submitted the Serviceman's Memorial Cemetery & Kippes Memorial Park Maintenance and Lot Sale Agreement 2022 for Board approval. Gunnare noted the agreement lays out the responsibilities of the city with regards to maintaining and running the area for the cemetery including the fees payed to the city for their services, lot sales, record keeping, burials and general maintenance standards. Motion Johnson, Second Shattuck to approve the Serviceman's Memorial Cemetery & Kippes Memorial Park Maintenance and Lot Sale Agreement 2022 as submitted. Motion carried.*

**11. 2023 Project Discussion**

*Brief discussion was held on the direction of the Master Plan projects for 2023.*

**12. NEXT MEETING DATE**

*June 13, 2022 at 5:45 PM*

**13. ADJOURNMENT**

*There being no further business the Board adjourned at 6:57 PM*

DRAFT

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

101-GENERAL  
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YTD ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
CHARGES-GOODS & SERVICES	<u>126,700</u>	<u>10,295.92</u>	<u>58,779.74</u>	<u>60,329.74</u>	<u>66,370.26</u>	<u>47.62</u>
TOTAL REVENUES	126,700	10,295.92	58,779.74	60,329.74	66,370.26	52.38
<u>EXPENDITURE SUMMARY</u>						
<u>CEMETERY</u>						
SALARIES	226,339	19,563.56	70,193.77	81,375.49	144,963.51	35.95
CURRENT EXPENSES	50,950	7,404.92	12,201.78	19,775.09	31,174.91	38.81
CAPITAL OUTLAY	<u>43,500</u>	<u>0.00</u>	<u>36,808.17</u>	<u>0.00</u>	<u>43,500.00</u>	<u>0.00</u>
TOTAL CEMETERY	<u>320,789</u>	<u>26,968.48</u>	<u>119,203.72</u>	<u>101,150.58</u>	<u>219,638.42</u>	<u>68.47</u>
TOTAL EXPENDITURES	320,789	26,968.48	119,203.72	101,150.58	219,638.42	68.47
REVENUE OVER/ (UNDER) EXPENDITURES	( 194,089)	( 16,672.56)	( 60,423.98)	( 40,820.84)	( 153,268.16)	78.97

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

101-GENERAL

REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YTD ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>CHARGES-GOODS &amp; SERVICES</u>						
101-348 CEMETERY PERMITS	3,500	330.00	2,790.00	1,800.00	1,700.00	51.43
101-3481 CEMETERY OPENINGS	63,000	1,500.00	19,200.00	13,325.00	49,675.00	21.15
101-3482 CEMETERY LOT SALES	30,000	2,000.00	12,375.00	15,290.00	14,710.00	50.97
101-3483 CEMETERY SAT FUNERAL FEE	4,000	0.00	1,200.00	0.00	4,000.00	0.00
101-3484 CEMETERY MAINTENANCE FEES	22,000	4,265.92	21,114.74	21,114.74	885.26	95.98
101-3485 COLUMBARIUM LOT SALES	<u>4,200</u>	<u>2,200.00</u>	<u>2,100.00</u>	<u>8,800.00</u>	<u>(4,600.00)</u>	<u>209.52</u>
TOTAL CHARGES-GOODS & SERVICES	126,700	10,295.92	58,779.74	60,329.74	66,370.26	52.38
TOTAL REVENUE	126,700	10,295.92	58,779.74	60,329.74	66,370.26	52.38



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

101-GENERAL  
 CEMETERY

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YDT ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>SALARIES</u>						
101-43700-41100 SALARIES	124,644	9,466.04	40,554.46	47,203.40	77,440.60	37.87
101-43700-41110 OVERTIME	1,000	551.07	206.16	551.07	448.93	55.11
101-43700-41120 PART-TIME	26,500	3,378.07	5,184.45	4,120.91	22,379.09	15.55
101-43700-41200 SOCIAL SECURITY/MEDICARE	11,639	976.43	3,250.68	3,680.20	7,958.80	31.62
101-43700-41300 RETIREMENT	7,539	601.01	2,440.12	2,865.21	4,673.79	38.01
101-43700-41500 GROUP INSURANCE	55,017	4,590.94	18,557.90	22,954.70	32,062.30	41.72
101-43700-41700 COMPENSATED ABSENCES	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL SALARIES	226,339	19,563.56	70,193.77	81,375.49	144,963.51	64.05
<u>CURRENT EXPENSES</u>						
101-43700-42200 PROFESSIONAL FEES/SERVIC	2,000	0.00	0.00	129.45	1,870.55	6.47
101-43700-42500 REPAIR & MAINTENANCE	3,000	0.00	820.55	352.60	2,647.40	11.75
101-43700-42510 HEADSTONE REPAIR & MAINT	1,000	0.00	32.99	0.00	1,000.00	0.00
101-43700-42600 SUPPLIES & MATERIALS	16,000	1,151.03	7,194.51	7,282.85	8,717.15	45.52
101-43700-42602 CHEMICALS	10,000	5,362.28	0.00	5,362.28	4,637.72	53.62
101-43700-42603 WEED EATERS SUPPLIES	1,500	0.00	385.98	1,037.44	462.56	69.16
101-43700-42604 TREES, SOD & SEED	1,500	525.00	442.50	525.00	975.00	35.00
101-43700-42610 GAS & FUEL	8,000	0.00	1,461.23	2,714.58	5,285.42	33.93
101-43700-42650 UNIFORMS	500	0.00	185.47	173.97	326.03	34.79
101-43700-42690 CHANGE IN INVENTORY	0	0.00	0.00	0.00	0.00	0.00
101-43700-42700 TRAVEL, CONF. & DUES	750	0.00	0.00	418.88	331.12	55.85
101-43700-42800 UTILITIES	4,500	366.61	1,235.43	1,720.81	2,779.19	38.24
101-43700-42830 UTILITIES-WATER/SEWER	1,000	0.00	43.12	57.23	942.77	5.72
101-43700-42999 REFUND OF FEES	<u>1,200</u>	<u>0.00</u>	<u>400.00</u>	<u>0.00</u>	<u>1,200.00</u>	<u>0.00</u>
TOTAL CURRENT EXPENSES	50,950	7,404.92	12,201.78	19,775.09	31,174.91	61.19
<u>CAPITAL OUTLAY</u>						
101-43700-43200 BUILDINGS	0	0.00	1,808.17	0.00	0.00	0.00
101-43700-43300 IMPROVEMENTS	28,500	0.00	0.00	0.00	28,500.00	0.00
101-43700-43400 MACHINERY & EQUIPMENT	<u>15,000</u>	<u>0.00</u>	<u>35,000.00</u>	<u>0.00</u>	<u>15,000.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	43,500	0.00	36,808.17	0.00	43,500.00	100.00
TOTAL CEMETERY	320,789	26,968.48	119,203.72	101,150.58	219,638.42	68.47
=====						
TOTAL EXPENDITURES	320,789	26,968.48	119,203.72	101,150.58	219,638.42	68.47
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REVENUE OVER/(UNDER) EXPENDITURES	( 194,089)	( 16,672.56)	( 60,423.98)	( 40,820.84)	( 153,268.16)	78.97

\*\*WARNING\*\* 2,176 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

PACKET: 06116 4-19-22 MTG

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
01-00424	RUNNINGS SUPPLY INC	I-1376485	101-43700-42603	WEED EATERS S WATER PUMP	192282	479.99
01-01199	STURDEVANTS - MITCHELL	I-15-254866	101-43700-42600	SUPPLIES & MA BATTERY	192299	338.68
01-01355	MIDWEST TURF & IRRIGATI	I-3886826-00	101-43700-42600	SUPPLIES & MA BUSHINGS, BELTS, SEAL KITS, BE	192242	216.59
01-01404	MITCHELL IRON & SUPPLY	I-75224	101-43700-42600	SUPPLIES & MA O-RINGS, WIPERS, PISTON SEALS	192246	97.38
01-01518	VERIZON WIRELESS	I-9902948449	101-43700-42800	UTILITIES ACCT #886931646-00001	192318	71.68
01-01590	MCLEOD'S PRINTING	I-57701	101-43700-42600	SUPPLIES & MA CORRECTION TAPE, BINDERS, PAPE	192230	74.83
01-04352	UPS STORE #4227	I-18470	101-43700-42600	SUPPLIES & MA MAP LAMINATING	192316	78.68
01-09055	FLOOR TEC	I-22419	101-43700-42200	PROFESSIONAL CARPET CLEANING	192195	129.45
01-09516	BECHEN ELECTRIC INC	I-3504	101-43700-42500	REPAIR & MAIN DISCONNECTING DIESEL PUMP	192148	352.60
01-09703	AMAZON CAPITAL SERVICES	I-17J6-6VY9-RQL7	101-43700-42600	SUPPLIES & MA WIRELESS DESKTOP KEYBOARD AND	192136	113.32
DEPARTMENT 3700 CEMETERY					TOTAL:	1,953.20

PACKET: 06132 5/2/2022 MTG

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
01-00424	RUNNINGS SUPPLY INC	I-1381021	101-43700-42600	SUPPLIES & MA HINGE STRAP	192476	29.77
01-00671	VAN DIEST SUPPLY CO	I-216745	101-43700-42602	CHEMICALS HERBICIDE	192505	3,131.00
01-00850	GRAHAM TIRE CO	I-404161705	101-43700-42600	SUPPLIES & MA TUBE	192407	37.94
01-01355	MIDWEST TURF & IRRIGATI	I-3886826-01A	101-43700-42600	SUPPLIES & MA MOTOR SEAL KIT, SEAL GUARD, KN	192448	34.32
01-02567	S & M PRINTING COMPANY	I-78311	101-43700-42600	SUPPLIES & MA GOLF/CEMETERY RECEIPTS, PERMIT	192479	156.00
01-02679	MENARD'S INC	I-33886	101-43700-42600	SUPPLIES & MA TOOLBOX	192441	111.52
		I-34122	101-43700-42600	SUPPLIES & MA SUPPLIES	192441	429.44
		I-34161	101-43700-42600	SUPPLIES & MA MIP ELBOW	192441	35.16
01-09703	AMAZON CAPITAL SERVICES	I-1K33-HQVV-JG3X	101-43700-42600	SUPPLIES & MA VACUUM EXTENSION HOSE	192353	57.81
01-10412	JON THURMAN	I-3/31/2022	101-43700-42800	UTILITIES 1ST QTR CELL PHONE REIMB	192498	45.00
DEPARTMENT 3700 CEMETERY					TOTAL:	4,067.96

PACKET: 06140 05-16-2022 MEETING

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
01-00424	RUNNINGS SUPPLY INC	I-1393726	101-43700-42600	SUPPLIES & MA SPOT SPRAYER	192670	59.99
01-00712	NAPA CENTRAL	I-767034	101-43700-42600	SUPPLIES & MA SPARK PLUGS	192637	8.85
01-01490	MUELLER LUMBER CO. INC.	I-283096	101-43700-42600	SUPPLIES & MA SEALANT, RAKE & CORNER, ACRYLI	192634	63.89
01-01518	VERIZON WIRELESS	I-9905276912	101-43700-42800	UTILITIES ACCT #886931646-00001	192701	71.66
01-01787	NORTH CENTRAL SEED CO	I-23271	101-43700-42604	TREES, SOD & GOLD STAR LAWN MIX	192640	525.00
01-01830	NORTHWESTERN ENERGY & C	I-2581639-8-4/22	101-43700-42800	UTILITIES 700 W 23RD AVE	192643	236.18
		I-2581641-4-4/22	101-43700-42800	UTILITIES W 23RD,	192643	13.77
01-02679	MENARD'S INC	I-35146	101-43700-42600	SUPPLIES & MA SCKSET SCW4MM-0.70 X5MM	192619	0.64
01-02880	THUNE TRUE VALUE HARDWA	I-A507246	101-43700-42600	SUPPLIES & MA BOLT SNAPS, HARDWARE	192691	56.04
		I-A507348	101-43700-42600	SUPPLIES & MA BLACK OXIDE BITS	192691	16.34
		I-A507443	101-43700-42600	SUPPLIES & MA REDU BUSHING	192691	5.29
		I-A507802	101-43700-42600	SUPPLIES & MA ZINC BARREL BOLT	192691	14.99
		I-B252743	101-43700-42600	SUPPLIES & MA PLUG	192691	3.19
01-09058	SITEONE LANDSCAPE SUPPL	I-118659732-001	101-43700-42602	CHEMICALS SEED STARTER, SEED MIX	192679	2,231.28
01-09703	AMAZON CAPITAL SERVICES	I-16VL-WMXQ-FTVK	101-43700-42600	SUPPLIES & MA TREE WOUND SEALER	192530	29.85
DEPARTMENT 3700 CEMETERY					TOTAL:	3,336.96

CITY OF MITCHELL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MAY 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	449,100	103,965.82	260,062.63	248,974.61	200,125.39	55.44
MISCELLANEOUS REVENUE	<u>4,500</u>	<u>0.00</u>	<u>50.00</u>	<u>25.00</u>	<u>4,475.00</u>	<u>0.56</u>
TOTAL REVENUES	453,600	103,965.82	260,112.63	248,999.61	204,600.39	45.11
<u>EXPENDITURE SUMMARY</u>						
<u>GOLF COURSE</u>						
OTHER	0	0.00	0.00	0.00	0.00	0.00
SALARIES	200,522	16,478.51	56,451.78	59,479.90	141,042.10	29.66
CURRENT EXPENSES	185,145	16,775.65	70,777.50	86,152.91	98,992.09	46.53
CAPITAL OUTLAY	<u>188,000</u>	<u>0.00</u>	<u>15,500.00</u>	<u>12,100.00</u>	<u>175,900.00</u>	<u>6.44</u>
TOTAL GOLF COURSE	<u>573,667</u>	<u>33,254.16</u>	<u>142,729.28</u>	<u>157,732.81</u>	<u>415,934.19</u>	<u>72.50</u>
TOTAL EXPENDITURES	573,667	33,254.16	142,729.28	157,732.81	415,934.19	72.50
REVENUE OVER/(UNDER) EXPENDITURES	( 120,067)	70,711.66	117,383.35	91,266.80	( 211,333.80)	176.01
OTHER SOURCES	64,947	0.00	0.00	0.00	64,947.00	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER (USES)	( 55,120)	70,711.66	117,383.35	91,266.80	( 146,386.80)	0.00

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

614-GOLF COURSE

REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YDT 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	155,000	42,717.97	125,340.00	121,965.20	33,034.80	78.69
614-3462 RANGE MEMBERSHIP	16,000	5,631.00	14,573.66	17,035.66	(1,035.66)	106.47
614-34620 RANGE BALLS	14,000	3,394.51	7,623.87	6,396.33	7,603.67	45.69
614-34622 ADULT GREEN FEES	89,000	13,437.20	24,561.85	19,197.21	69,802.79	21.57
614-34623 ADULT 9/18 SPLIT	0	0.00	0.00	0.00	0.00	0.00
614-34626 PUNCH CARDS	15,000	4,837.22	8,372.14	8,186.07	6,813.93	54.57
614-3463 ELECTRIC CART & STORAGE FEE	18,000	1,604.57	5,249.03	7,700.85	10,299.15	42.78
614-34630 1.5% TOURISM TAX~RANGE BALLS	200	50.93	114.38	95.94	104.06	47.97
614-34631 CART RENTAL	100,000	24,644.12	48,794.52	45,734.73	54,265.27	45.73
614-34632 LAWN BOWLING MAINTENANCE	0	0.00	0.00	0.00	0.00	0.00
614-3464 ANNUAL TRAIL FEES	18,000	5,652.54	17,784.01	16,413.06	1,586.94	91.18
614-34641 LOCKER FEE	1,000	180.28	991.56	841.29	158.71	84.13
614-3465 TOURNAMENT SPONSOR FEE	17,000	154.93	2,774.64	1,352.12	15,647.88	7.95
614-3466 MISC/GAS/PROG/CLUBHOUSE	2,000	260.55	515.10	381.15	1,618.85	19.06
614-3467 ADVERTISING REVENUE (NO TAX)	3,900	1,400.00	3,367.87	3,675.00	225.00	94.23
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	449,100	103,965.82	260,062.63	248,974.61	200,125.39	44.56
<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>50.00</u>	<u>25.00</u>	( <u>25.00</u> )	<u>0.00</u>
TOTAL MISCELLANEOUS REVENUE	4,500	0.00	50.00	25.00	4,475.00	99.44
TOTAL REVENUE	453,600	103,965.82	260,112.63	248,999.61	204,600.39	45.11

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

614-GOLF COURSE

GOLF COURSE

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YDT 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	<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	0	0.00	0.00	0.00	0.00	0.00
<u>SALARIES</u>						
614-45250-41100 SALARIES	89,783	6,855.90	23,878.31	33,433.78	56,349.22	37.24
614-45250-41110 OVERTIME	750	116.55	0.00	116.55	633.45	15.54
614-45250-41120 PART-TIME	50,000	5,226.55	15,227.65	8,234.02	41,765.98	16.47
614-45250-41200 SOCIAL SECURITY/MEDICARE	11,363	892.77	2,695.17	2,993.74	8,369.26	26.35
614-45250-41300 RETIREMENT	5,432	411.36	1,432.70	2,006.05	3,425.95	36.93
614-45250-41500 GROUP INSURANCE	43,194	2,975.38	13,217.95	12,695.76	30,498.24	29.39
614-45250-41700 COMPENSATED ABSENCES	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL SALARIES	200,522	16,478.51	56,451.78	59,479.90	141,042.10	70.34
<u>CURRENT EXPENSES</u>						
614-45250-42100 INSURANCE	9,500	0.00	9,515.40	9,279.53	220.47	97.68
614-45250-42200 GOLF PRO CONTRACT	66,525	6,877.08	28,194.53	21,818.38	44,706.62	32.80
614-45250-42250 PROFESSIONAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
614-45250-42300 PUBLISHING	2,500	415.00	778.95	690.00	1,810.00	27.60
614-45250-42500 REPAIR & MAINTENANCE	18,120	2,485.21	5,963.01	7,512.37	10,607.63	41.46
614-45250-42600 SUPPLIES & MATERIALS	17,000	1,689.63	12,894.35	7,573.19	9,426.81	44.55
614-45250-42601 SUPPLIES-LAWN BOWLING	0	0.00	0.00	0.00	0.00	0.00
614-45250-42602 CHEMICALS	20,500	1,996.65	5,071.00	14,265.58	6,234.42	69.59
614-45250-42603 SAND/GOLF COURSE	4,000	0.00	0.00	0.00	4,000.00	0.00
614-45250-42604 TREES & SOD	2,500	1,480.97	0.00	1,480.97	1,019.03	59.24
614-45250-42610 GAS & FUEL	12,000	919.62	1,665.92	3,641.91	8,358.09	30.35
614-45250-42650 UNIFORMS	500	0.00	40.00	402.92	97.08	80.58
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	544.99	980.74	19.26	98.07
614-45250-42800 UTILITIES	14,500	911.49	2,334.17	3,056.68	11,443.32	21.08
614-45250-42830 UTILITIES-WATER/SEWER	1,300	0.00	157.55	257.08	1,042.92	19.78
614-45250-42920 COMPUTER SOFTWARE	15,000	0.00	1,899.25	15,182.81	(182.81)	101.22
614-45250-42931 SALES TAX	200	0.00	68.38	10.75	189.25	5.38
614-45250-42940 LIABILITY CLAIM	0	0.00	0.00	0.00	0.00	0.00
614-45250-42999 REFUNDS	<u>0</u>	<u>0.00</u>	<u>1,650.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CURRENT EXPENSES	185,145	16,775.65	70,777.50	86,152.91	98,992.09	53.47

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

614-GOLF COURSE  
 GOLF COURSE

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YDT 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	108,000	0.00	0.00	12,100.00	95,900.00	11.20
614-45250-43400 MACHINERY & EQUIPMENT	<u>80,000</u>	<u>0.00</u>	<u>15,500.00</u>	<u>0.00</u>	<u>80,000.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	188,000	0.00	15,500.00	12,100.00	175,900.00	93.56
 TOTAL GOLF COURSE	 573,667	 33,254.16	 142,729.28	 157,732.81	 415,934.19	 72.50
	=====	=====	=====	=====	=====	=====
 TOTAL EXPENDITURES	 573,667	 33,254.16	 142,729.28	 157,732.81	 415,934.19	 72.50

REVENUE OVER/(UNDER) EXPENDITURES	( 120,067)	70,711.66	117,383.35	91,266.80	( 211,333.80)	176.01
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<u>OTHER FINANCING SOURCES</u>						
614-3900 FROM GENERAL FUND	59,947	0.00	0.00	0.00	59,947.00	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>5,000</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>0.00</u>
TOTAL OTHER FINANCING SOURCES	64,947	0.00	0.00	0.00	64,947.00	100.00

REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER (USES)	( 55,120)	70,711.66	117,383.35	91,266.80	( 146,386.80)	265.58
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PACKET: 06116 4-19-22 MTG

VENDOR SET: 01

FUND : 614 GOLF COURSE

DEPARTMENT: 5250 GOLF COURSE

BANK: APBNK

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-00356	QUALIFIED PRESORT	I-2279-6454	614-45250-42600	SUPPLIES & MA MAILING SERVICE	192277	2.32
01-00424	RUNNINGS SUPPLY INC	I-1369538	614-45250-42600	SUPPLIES & MA ELECTRICAL PVC CONDUCT STRAP	192282	61.76
01-00712	NAPA CENTRAL	I-765843	614-45250-42600	SUPPLIES & MA OIL FILTERS	192256	16.89
01-01199	STURDEVANTS - MITCHELL	I-15-254866	614-45250-42600	SUPPLIES & MA BATTERY	192299	338.69
01-01355	MIDWEST TURF & IRRIGATI	I-3886826-00	614-45250-42600	SUPPLIES & MA BUSHINGS, BELTS, SEAL KITS, BE	192242	233.80
01-01518	VERIZON WIRELESS	I-9902948449	614-45250-42800	UTILITIES ACCT #886931646-00001	192318	41.91
01-03588	ZIMCO SUPPLY CO	I-163990	614-45250-42600	SUPPLIES & MA BUBBLE LEVEL, RING, CUTTER	192324	176.85
01-08487	YAMAHA GOLF & UTILITY	I-01-245061	614-45250-42600	SUPPLIES & MA GHROTTLE CABLE	192323	70.22
		I-01-245111	614-45250-42600	SUPPLIES & MA CABLE THROTTLE YAM KEY	192323	73.37
01-09058	SITEONE LANDSCAPE SUPPL	I-116873085-001	614-45250-42602	CHEMICALS FERTILIZER	192295	4,508.93
					DEPARTMENT 5250 GOLF COURSE	TOTAL: 5,524.74
					FUND 614 GOLF COURSE	TOTAL: 5,524.74

PACKET: 06131 APRIL CREDIT CARDS 4/27/2022

VENDOR SET: 01

FUND : 614 GOLF COURSE

DEPARTMENT: 5250 GOLF COURSE

BANK: APBNK

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-07141	FIRST NATIONAL BANK OMA					
		C-509066	614-45250-42700	TRAVEL, CONF. ACCT #2164	192341	23.60-
		I-509066	614-45250-42700	TRAVEL, CONF. ACCT #2164	192341	219.58
		I-LUTFGMP46	614-45250-42500	REPAIR & MAIN ACCT #2164	192341	3,120.00
					DEPARTMENT 5250 GOLF COURSE	TOTAL: 3,315.98
					FUND 614 GOLF COURSE	TOTAL: 3,315.98

PACKET: 06132 5/2/2022 MTG

VENDOR SET: 01

FUND : 614 GOLF COURSE

DEPARTMENT: 5250 GOLF COURSE

BANK: APBNK

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-00424	RUNNINGS SUPPLY INC					
		I-1380225	614-45250-42600	SUPPLIES & MA FERTILIZER	192476	44.91
		I-1381530	614-45250-42600	SUPPLIES & MA HARDWARE	192476	53.44
01-00671	VAN DIEST SUPPLY CO					
		I-216745	614-45250-42602	CHEMICALS HERBICIDE	192505	1,996.65
01-01355	MIDWEST TURF & IRRIGATI					
		I-3886826-01A	614-45250-42600	SUPPLIES & MA MOTOR SEAL KIT, SEAL GUARD, KN	192448	124.55
01-02051	MIDCONTINENT COMMUNICAT					
		I-02630670212598	614-45250-42800	UTILITIES ACCT #026306702 (GOLF COURSE)	192447	138.53
01-02679	MENARD'S INC					
		I-33886	614-45250-42600	SUPPLIES & MA TOOLBOX	192441	11.47
01-02880	THUNE TRUE VALUE HARDWA					
		I-A505644	614-45250-42600	SUPPLIES & MA GASKET MAKER	192497	17.17
		I-A505825	614-45250-42600	SUPPLIES & MA ROOF CEMENT	192497	33.90
		I-A506271	614-45250-42600	SUPPLIES & MA TUBE CAPS	192497	4.16
01-05227	PRESTIGE FLAG					
		I-706197	614-45250-42600	SUPPLIES & MA FLAGS	192466	752.14
01-06251	JIM RADKE CONSTRUCTION					
		I-4/22/2022	614-45250-42500	REPAIR & MAIN PUMP HOUSE REPAIRS	192472	1,964.28
01-08892	ERIC HIEB					
		I-4/25/2022	614-45250-42200	GOLF PRO CONT BASE CONTRACT, CART RENT, RANG	192419	6,415.45
		I-4/25/22	614-45250-42200	GOLF PRO CONT CC FEES, CLOVER SERVICE PLAN	192419	461.63
					DEPARTMENT 5250 GOLF COURSE	TOTAL: 12,018.28
					FUND 614 GOLF COURSE	TOTAL: 12,018.28

PACKET: 06140 05-16-2022 MEETING

VENDOR SET: 01

FUND : 614 GOLF COURSE

DEPARTMENT: 5250 GOLF COURSE

BANK: AFBNK

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-00210	BAILEY METAL FABRICATOR	I-59120	614-45250-42500	REPAIR & MAIN BASKET ADAPTERS, STEEL SHEET	192538	114.68
01-00356	QUALIFIED PRESORT	I-2279-7309	614-45250-42600	SUPPLIES & MA MAILING SERVICE	192666	5.22
01-00436	FARMERS ALLIANCE	I-IX3613	614-45250-42600	SUPPLIES & MA TUBES	192580	5.62
01-00525	DAKOTA PUMP INC	I-15487	614-45250-42500	REPAIR & MAIN LAKEVIEW GC - TRANSFER VT SCAD	192565	406.25
01-01325	MEYERS OIL CO	I-016969	614-45250-42610	GAS & FUEL FUEL	192622	919.62
01-01518	VERIZON WIRELESS	I-9905276912	614-45250-42800	UTILITIES ACCT #886931646-00001	192701	41.90
01-01819	NORTHWEST PIPE FITTINGS	I-398282	614-45250-42600	SUPPLIES & MA VALVE, NIPPLE	192642	203.67
01-01830	NORTHWESTERN ENERGY & C	I-2581639-8-4/22	614-45250-42800	UTILITIES 700 W 23RD AVE	192643	236.19
		I-2581875-8-4/22	614-45250-42800	UTILITIES GOLF CLUB HOUSE	192643	457.24
		I-2581876-6-4/22	614-45250-42800	UTILITIES GOLF CART SHED	192643	22.63
		I-2939180-2-4/22	614-45250-42800	UTILITIES 825 INDIAN VILLAGE RD	192643	15.00
01-02679	MENARD'S INC	I-34856	614-45250-42600	SUPPLIES & MA PVC TRIM, CAULK, TEF TAPE, NAI	192619	218.38
01-06633	GF ADVERTISING SERVICES	I-53622	614-45250-42600	SUPPLIES & MA PUNCH CARDS	192585	140.00
01-07716	SAGA COMMUNICATIONS OF	I-IN-12204100236	614-45250-42300	PUBLISHING ADVERTISING	192673	100.00
		I-MC-12204100055	614-45250-42300	PUBLISHING ADVERTISING	192673	315.00
01-09058	SITEONE LANDSCAPE SUPPL	I-118659732-001	614-45250-42604	TREES & SOD SEED STARTER, SEED MIX	192679	1,480.97
01-09783	NORDSTROM'S AUTOMOTIVE	I-1857278	614-45250-42600	SUPPLIES & MA KEYS, LATCHES, LOCKS	192638	75.00
					DEPARTMENT 5250 GOLF COURSE	TOTAL: 4,757.37
					FUND 614 GOLF COURSE	TOTAL: 4,757.37

# Golf & Cemetery board Meeting

June 13<sup>th</sup> 2022

## Cemetery

- Got ready for Memorial Day.
  - Lost 6 trees in the storm.
  - Will have to cut down 4 more because of damage.
  - Had most of the crew in to help clean up, and some volunteers helped.
    - They did a great job.
  - Knocked over 8 monuments.
    - Schafer is going to help reset them
- Serviceman's cemetery shelter is near completion.
- Pay loader hose came in and the starter went out.
  - Running good now.
  - Street shop also found a couple grounded wires that they fixed.
- Digital Cemetery
  - I have been in contact with District 3 on a few items.
  - They did not give me any timeline.
- Exchange club contacted us about the children's memorial.
  - They want to know if we will replant shrubs or put a picket fence in.
- Working on expansion plans.
  - We have been selling a lot of sites and are filling up.

## Community gardens

- 6 spots left.
- Put on Facebook that sites still available.
  - \$35 for 10 by 20.
  - Water supply with hoses located throughout the garden.
- Had to do some fence repair.
- Re tilled the unsold spots this week.

## Golf

- Clean up after storm.
  - Did not really get started until Tuesday.
  - Lost 7 trees, and will need to take 3 more.
- Water fall pump is in and working, but there are some control problem.
- Fertilized tees and fairways this week
- We have vertical mowed the greens twice.
- Some pump station things to get worked out.
- Got the new 50 hp pump installed and works great.
- Fixed some electrical issues out in the field after the storm.
- I have been in contact with Yamaha about some issues with the rentals.
- Ponds are all full except #1. It should be full by this meeting.
- Will have to do grub control soon.
- Will be losing one seasonal this week.
- Will be making time to start on tee boxes this week.
- Will have to do some closures of parts of the driving range tee to allow it to heal.
  - There has been massive use of it this spring and the turf cannot keep up.
  - I will have to give it a boost to get it useable.

Golf & Cemetery Superintendent

Jason Gunnare

## May Lakeview Golf Course Clubhouse Report

- Rounds and Play have been going on the upward swing with nicer weather. Events/Tournaments/Outings/Junior Clinic are in full swing.
- Revenue Report
- Organizing details for events/outings/tournaments/junior golf/etc.
- 2022 Rounds Played YTD and Memberships

Thanks,

Eric Hieb

## 2022 Rounds Played & Membership Numbers

### Rounds

May 2021 Rounds Played = 3,322  
May 2022 Rounds Played = 3,288  
Total Rounds Played 2021 = 24,369  
Total Rounds Played 2022 = 4,785

### Membership

#### 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

#### 2022 Numbers

Single: 144  
H/W: 96  
College: 14  
Student: 31  
Family: 204  
Total: 489

**New Members: 29**

#### Punch cards:

- 24 without Cart
- 31 with Cart