

**Golf and Cemetery Board Agenda**  
**May 10, 2021 5:00pm Public Input 5:45 Regular Meeting**  
**Council Chambers, 612 N Main St**

- 1. Master Plan Golf & Cemetery Public Forum**
- 2. Oath Of Office: Angel DeWaard To Issue Oath Of Office To Golf/Cemetery Board Members; Mark Graham**
- 3. PUBLIC INPUT - If You Need To Address The Park 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.**
- 4. DELEGATIONS**
- 5. ADDITIONS OR DELETIONS**
- 6. APPROVAL OF MINUTES**

Documents:

[4-12-21 MINUTES.PDF](#)

**7. APPROVAL OF BILLS**

Documents:

[REVENUE-EXPENSE REPORT.PDF](#)  
[BILLS.PDF](#)

**8. OLD BUSINESS**

**9. NEW BUSINESS**

A. Clubhouse Report

Documents:

[CLUBHOUSE REPORT.PDF](#)  
[ROUNDS PLAYED.PDF](#)

B. Superintendent Report

Documents:

[BOARD REPORT MAY 2021.PDF](#)

C. Action To Approve Refund Request

D. Discussion On Tournament Schedule

E. Summary Of Public Input Meeting And Survey Discussion

**10. NEXT MEETING DATE**

**11. ADJOURNMENT**



Golf & Cemetery Board Meeting  
April 12, 2021  
City Hall Council Chambers

Present: Jeff McEntee, Brian Johnson, Tom Young, Joe Schlimgen  
Council Liaison: Dan Sabers  
Staff present: Jason Gunnare, Eric Hieb, Nate Powell, Angel DeWaard

Called to order by McEntee at 5:45 PM

Angel DeWaard issued the Oath of Office to Golf/Cemetery Board Member: Tom Young.

Public Input: None

McEntee, President opened the floor for Election of Officers for the positions of President, Vice President and Secretary/Treasurer as follows:

Motion Schlimgen, Second Young to nominate Jeff McEntee for Board President. Motion Schlimgen, Second Young to cease nominations for Board President and elect Jeff McEntee as Board President. Motion approved and carried.

Motion McEntee, Second Young to nominate Brian Johnson for Board Vice President. Motion McEntee, Second Young to cease nominations for Board Vice President and elect Brian Johnson as Board Vice President. Motion approved and carried.

Motion McEntee Second Johnson to nominate Tom Young for Board Secretary/Treasurer. Motion McEntee, Second Johnson to cease nominations for Board Secretary/Treasurer and elect Tom Young as Board Secretary/Treasurer. Motion approved and carried.

Motion to approve minutes of the March 8, 2021 meeting by Johnson, Second Schlimgen. Motion carried.

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

Old Business: Schlimgen informed the Board he spoke with Gunnare in regards to starting a tree farm at the golf course. Johnson questioned if this can be done in conjunction with parks. Gunnare informed the Board he spoke with John Ball regarding trees and was told that variety of species is necessary. Johnson stated he wants to see the city follow up on the idea of a tree farm.

#### Agenda Items

A. Hieb reviewed the Clubhouse Report. Heib reviewed the revenue report, noting 40 new members, this is just through March and I expect to pick up quite a bit more

to come in through April. Advertising revenue was billed differently last year due to covid, however, we will be sending out letters that advertising billing will go back to the regular billing cycle. Things are busy and will continue to get more so.

- B. Gunnare reviewed the Superintendent Report. Garden plots are steadily selling, with only 37, spots left available. Year to date we are at twenty-five burials. We have cremation services that re being set up throughout the summer. For now we are done with tree removal because the ground got soft on us. Getting ready for stump grinding by cutting stumps down and servicing the grinder. We will take care of the cemetery stumps before moving on to the golf course. The motor mounts needed to be replaced on the pay loader, parts are not easy to find and the closest ones have to be modified to make them work. Golf course is doing well, turned on the irrigation the week before the rain as things were starting to dry out. We had some technical issues and a leak. Rain bird ran and update on the computer before startup and I got set up so I can monitor and alter the system from my phone. We will need to update the control system in 2022 budget cycle. The driving range control system is also out date, it still runs but if we have problems, they will not have components to fix the system. Been in contact with Mr. Norby, he will be doing a site visit on April 27<sup>th</sup>. Included on that day we will have a public input session. Gunnare informed the Board he was contacted by the family of a member who recently passed away requesting a refund, noting he feels they should receive a refund of membership plus cart. Powell noted there is no policy currently in place for this. After a brief discussion Motion Johnson, second Schlimgen to formulate a policy for refund requests of deceased members, to be prorated based on the four quarters of the golf season running March through October. Motion approved and carried.
- C. Gunnare informed the Board there currently are no donor guidelines for the golf course or cemetery, noting he would like to keep it to benches and trees, with no plaques placed in the ground. Powell reviewed with the Board the park & rec donor guidelines, draft example of golf/cemetery donor guidelines and the resolution adopting a naming policy for the City of Mitchell. After a lengthy discussion the Board directed Gunnare to bring each request to the Board along with Recommendations, but there is to be no placement of plaques in the ground or in front of a tree.
- D. Gunnare presented an addendum to the agreement with Norby Golf Course Design, Inc. Noting after Norby received all of the information we sent they would need to digitize all of it thus; it will add an extra expense of \$900.00. After a brief discussion Motion by Johnson, Second by Schlimgen to approve the addendum to the Norby Golf Course Design, Inc. agreement as presented. Motion approved and carried.
- E. Gunnare informed the Board he received a quote of \$10,000 for updating the driving range dispenser software. Gunnare stated when talking with the company he informed them he did not have funds in the current budget cycle and they stated they would honor the quote they gave, so will be looking to put that in the 2022 budget cycle.

There being no further business the Board adjourned at 6:52 PM, noting May 10, 2021 at 5:45 PM as the date of the next regular meeting of the Golf/Cemetery Board.

CITY OF MITCHELL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2021

101-GENERAL  
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YTD ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
REVENUE SUMMARY						
CHARGES-GOODS & SERVICES	127,000	4,980.00	43,009.74	55,779.74	71,220.26	43.92
TOTAL REVENUES	127,000	4,980.00	43,009.74	55,779.74	71,220.26	56.08
EXPENDITURE SUMMARY						
CEMETERY						
SALARIES	259,878	13,655.73	75,320.95	53,372.64	206,505.36	20.54
CURRENT EXPENSES	66,558	3,685.46	10,970.12	8,708.23	57,849.77	13.08
CAPITAL OUTLAY	62,225	0.00	761.66	36,808.17	25,416.83	59.15
TOTAL CEMETERY	388,661	17,341.19	87,052.73	98,889.04	289,771.96	74.56
TOTAL EXPENDITURES	388,661	17,341.19	87,052.73	98,889.04	289,771.96	74.56
REVENUE OVER/ (UNDER) EXPENDITURES	( 261,661) (	12,361.19) (	44,042.99) (	43,109.30) (	218,551.70)	83.52

CITY OF MITCHELL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2021

101-GENERAL

REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YTD ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
CHARGES-GOODS & SERVICES						
101-348 CEMETERY PERMITS	4,000	480.00	2,220.00	2,490.00	1,510.00	62.25
101-3481 CEMETERY OPENINGS	60,000	3,550.00	13,600.00	18,600.00	41,400.00	31.00
101-3482 CEMETERY LOT SALES	30,000	950.00	3,975.00	10,275.00	19,725.00	34.25
101-3483 CEMETERY SAT FUNERAL FEE	7,000	0.00	2,100.00	1,200.00	5,800.00	17.14
101-3484 CEMETERY MAINTENANCE FEES	22,000	0.00	21,114.74	21,114.74	885.26	95.98
101-3485 COLUMBARIUM LOT SALES	4,000	0.00	0.00	2,100.00	1,900.00	52.50
TOTAL CHARGES-GOODS & SERVICES	127,000	4,980.00	43,009.74	55,779.74	71,220.26	56.08
TOTAL REVENUE	127,000	4,980.00	43,009.74	55,779.74	71,220.26	56.08

CITY OF MITCHELL  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2021

101-GENERAL  
 CEMETERY

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YDT ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<b>SALARIES</b>						
101-43700-41100 SALARIES	150,961	8,110.91	50,742.45	32,443.57	118,517.43	21.49
101-43700-41110 OVERTIME	1,000	0.00	0.00	115.26	884.74	11.53
101-43700-41120 PART-TIME	25,000	723.59	873.23	1,611.29	23,388.71	6.45
101-43700-41200 SOCIAL SECURITY/MEDICARE	13,538	623.01	3,737.97	2,402.72	11,135.28	17.75
101-43700-41300 RETIREMENT	9,118	486.64	3,044.58	1,953.48	7,164.52	21.42
101-43700-41500 GROUP INSURANCE	60,261	3,711.58	16,922.72	14,846.32	45,414.68	24.64
101-43700-41700 COMPENSATED ABSENCES	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES	259,878	13,655.73	75,320.95	53,372.64	206,505.36	79.46
<b>CURRENT EXPENSES</b>						
101-43700-42200 PROFESSIONAL FEES/SERVIC	5,000	0.00	0.00	0.00	5,000.00	0.00
101-43700-42500 REPAIR & MAINTENANCE	3,000	595.60	0.00	820.55	2,179.45	27.35
101-43700-42510 HEADSTONE REPAIR & MAINT	13,808	32.99	0.00	32.99	13,775.01	0.24
101-43700-42600 SUPPLIES & MATERIALS	16,000	1,994.80	7,924.85	4,850.16	11,149.84	30.31
101-43700-42602 CHEMICALS	10,000	0.00	0.00	0.00	10,000.00	0.00
101-43700-42603 WEED EATERS SUPPLIES	1,500	0.00	0.00	385.98	1,114.02	25.73
101-43700-42604 TREES, SOD & SEED	1,500	0.00	367.50	0.00	1,500.00	0.00
101-43700-42610 GAS & FUEL	8,000	357.15	1,777.27	1,083.51	6,916.49	13.54
101-43700-42650 UNIFORMS	500	0.00	0.00	145.47	354.53	29.09
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	0.00	750.00	0.00
101-43700-42800 UTILITIES	4,500	304.92	832.70	946.45	3,553.55	21.03
101-43700-42830 UTILITIES-WATER/SEWER	1,000	0.00	67.80	43.12	956.88	4.31
101-43700-42999 REFUND OF FEES	1,000	400.00	0.00	400.00	600.00	40.00
TOTAL CURRENT EXPENSES	66,558	3,685.46	10,970.12	8,708.23	57,849.77	86.92
<b>CAPITAL OUTLAY</b>						
101-43700-43200 BUILDINGS	2,225	0.00	761.66	1,808.17	416.83	81.27
101-43700-43300 IMPROVEMENTS	25,000	0.00	0.00	0.00	25,000.00	0.00
101-43700-43400 MACHINERY & EQUIPMENT	35,000	0.00	0.00	35,000.00	0.00	100.00
TOTAL CAPITAL OUTLAY	62,225	0.00	761.66	36,808.17	25,416.83	40.85
TOTAL CEMETERY	388,661	17,341.19	87,052.73	98,889.04	289,771.96	74.56
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TOTAL EXPENDITURES	388,661	17,341.19	87,052.73	98,889.04	289,771.96	74.56
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REVENUE OVER/(UNDER) EXPENDITURES	( 261,661)	( 12,361.19)	( 44,042.99)	( 43,109.30)	( 218,551.70)	83.52

\*\*WARNING\*\* 2,132 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

CITY OF MITCHELL  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2021

614-GOLF COURSE  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YTD ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
REVENUE SUMMARY						
INTERGOVERNMENTAL REV	0	0.00	0.00	0.00	0.00	0.00
CHARGES-GOODS & SERVICES	413,400	93,625.94	141,852.56	188,057.53	225,342.47	45.49
MISCELLANEOUS REVENUE	4,500	0.00	25.00	25.00	4,475.00	0.56
TOTAL REVENUES	417,900	93,625.94	141,877.56	188,082.53	229,817.47	54.99
EXPENDITURE SUMMARY						
GOLF COURSE						
OTHER	0	0.00	0.00	0.00	0.00	0.00
SALARIES	221,200	12,481.03	56,741.16	40,746.83	180,453.17	18.42
CURRENT EXPENSES	167,340	22,407.26	50,370.72	44,584.26	122,755.74	26.64
CAPITAL OUTLAY	67,000	0.00	6,445.00	15,500.00	51,500.00	23.13
TOTAL GOLF COURSE	455,540	34,888.29	113,556.88	100,831.09	354,708.91	77.87
TOTAL EXPENDITURES	455,540	34,888.29	113,556.88	100,831.09	354,708.91	77.87
REVENUE OVER/ (UNDER) EXPENDITURES	( 37,640)	58,737.65	28,320.68	87,251.44 (	124,891.44)	331.81
OTHER SOURCES	0	0.00	0.00	0.00	0.00	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER (USES)	( 37,640)	58,737.65	28,320.68	87,251.44 (	124,891.44)	0.00

CITY OF MITCHELL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2021

## 614-GOLF COURSE

REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YTD ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
INTERGOVERNMENTAL REV						
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	0	0.00	0.00	0.00	0.00	0.00
TOTAL INTERGOVERNMENTAL REV	0	0.00	0.00	0.00	0.00	0.00
CHARGES-GOODS & SERVICES						
614-3461 MEMBERSHIP FEES	142,000	46,404.82	76,364.71	98,919.76	43,080.24	69.66
614-3462 RANGE MEMBERSHIP	12,500	3,302.32	11,288.36	12,418.63	81.37	99.35
614-34620 RANGE BALLS	13,500	2,532.11	3,249.55	4,489.92	9,010.08	33.26
614-34622 ADULT GREEN FEES	82,000	9,467.90	6,619.51	12,511.64	69,488.36	15.26
614-34623 ADULT 9/18 SPLIT	0	0.00	0.00	0.00	0.00	0.00
614-34626 PUNCH CARDS	16,000	2,418.62	5,985.16	3,720.95	12,279.05	23.26
614-3463 ELECTRIC CART & STORAGE FEE	17,000	1,728.98	3,024.62	4,707.43	12,292.57	27.69
614-34630 1.5% TOURISM TAX~RANGE BALLS	200	37.98	48.75	67.36	132.64	33.68
614-34631 CART RENTAL	87,000	18,905.65	20,499.52	33,232.41	53,767.59	38.20
614-34632 LAWN BOWLING MAINTENANCE	0	0.00	0.00	0.00	0.00	0.00
614-3464 ANNUAL TRAIL FEES	17,500	5,192.46	13,248.81	13,774.62	3,725.38	78.71
614-34641 LOCKER FEE	1,000	330.51	450.72	781.22	218.78	78.12
614-3465 TOURNAMENT SPONSOR FEE	19,000	2,253.52	0.00	2,253.52	16,746.48	11.86
614-3466 MISC/GAS/PROG/CLUBHOUSE	2,300	133.20	154.98	262.20	2,037.80	11.40
614-3467 ADVERTISING REVENUE (NO TAX)	3,400	917.87	917.87	917.87	2,482.13	27.00
614-3469 INTEREST EARNED	0	0.00	0.00	0.00	0.00	0.00
TOTAL CHARGES-GOODS & SERVICES	413,400	93,625.94	141,852.56	188,057.53	225,342.47	54.51
MISCELLANEOUS REVENUE						
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	0	0.00	25.00	25.00	(25.00)	0.00
TOTAL MISCELLANEOUS REVENUE	4,500	0.00	25.00	25.00	4,475.00	99.44
TOTAL REVENUE	417,900	93,625.94	141,877.56	188,082.53	229,817.47	54.99

CITY OF MITCHELL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2021

614-GOLF COURSE  
GOLF COURSE

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YDT ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
OTHER						
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
SALARIES						
614-45250-41100 SALARIES	104,849	4,746.00	36,053.02	19,132.31	85,716.69	18.25
614-45250-41110 OVERTIME	750	0.00	0.00	0.00	750.00	0.00
614-45250-41120 PART-TIME	57,500	4,181.19	3,464.92	8,051.66	49,448.34	14.00
614-45250-41200 SOCIAL SECURITY/MEDICARE	12,496	625.49	2,839.25	1,840.56	10,655.44	14.73
614-45250-41300 RETIREMENT	6,351	284.76	2,163.17	1,147.94	5,203.06	18.07
614-45250-41500 GROUP INSURANCE	39,254	2,643.59	12,220.80	10,574.36	28,679.64	26.94
614-45250-41700 COMPENSATED ABSENCES	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES	221,200	12,481.03	56,741.16	40,746.83	180,453.17	81.58
CURRENT EXPENSES						
614-45250-42100 INSURANCE	9,500	0.00	9,072.71	2,140.00	7,360.00	22.53
614-45250-42200 GOLF PRO CONTRACT	70,000	7,021.21	18,394.45	20,507.84	49,492.16	29.30
614-45250-42250 PROFESSIONAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
614-45250-42300 PUBLISHING	2,500	315.13	210.00	635.96	1,864.04	25.44
614-45250-42500 REPAIR & MAINTENANCE	5,500	5,809.49	69.00	5,963.01	463.01	108.42
614-45250-42600 SUPPLIES & MATERIALS	25,800	7,372.74	11,236.35	10,362.00	15,438.00	40.16
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	4,976.00	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	357.00	425.93	736.44	11,263.56	6.14
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	200.00	544.99	455.01	54.50
614-45250-42800 UTILITIES	13,000	598.07	1,533.77	1,606.82	11,393.18	12.36
614-45250-42830 UTILITIES-WATER/SEWER	1,200	0.00	101.35	157.55	1,042.45	13.13
614-45250-42920 COMPUTER SOFTWARE	3,140	904.25	3,135.25	1,899.25	1,240.75	60.49
614-45250-42931 SALES TAX	200	29.37	1.53	30.40	169.60	15.20
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	0.00	0.00	0.00
TOTAL CURRENT EXPENSES	167,340	22,407.26	50,370.72	44,584.26	122,755.74	73.36

CITY OF MITCHELL  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2021

614-GOLF COURSE  
 GOLF COURSE

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YDT ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<b>CAPITAL OUTLAY</b>						
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	15,000	0.00	6,445.00	15,500.00 (	500.00)	103.33
TOTAL CAPITAL OUTLAY	67,000	0.00	6,445.00	15,500.00	51,500.00	76.87
TOTAL GOLF COURSE	455,540	34,888.29	113,556.88	100,831.09	354,708.91	77.87
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TOTAL EXPENDITURES	455,540	34,888.29	113,556.88	100,831.09	354,708.91	77.87
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REVENUE OVER/(UNDER) EXPENDITURES	( 37,640)	58,737.65	28,320.68	87,251.44 (	124,891.44)	331.81
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<b>OTHER FINANCING SOURCES</b>						
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	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER FINANCING SOURCES	0	0.00	0.00	0.00	0.00	0.00
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REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER (USES)	( 37,640)	58,737.65	28,320.68	87,251.44 (	124,891.44)	331.81

PACKET: 05779 5-3-2021 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-1164764	101-43700-42600	SUPPLIES & MA BALL VALVES, HOSE BARBS	187748	57.72
		I-1174984	101-43700-42600	SUPPLIES & MA OUTLET BOX, GAUGE PENCIL	187748	23.25
01-00560	DIESEL MACHINERY INC					
		I-C14714	101-43700-42600	SUPPLIES & MA O-RINGS, OIL, GASKET KITS, PIN	187678	970.29
01-00712	NAPA AUTO PARTS					
		I-745876	101-43700-42600	SUPPLIES & MA ALUM ANTI-SEIZE	187730	16.98
		I-746029	101-43700-42600	SUPPLIES & MA OIL FILTER	187730	5.70
01-00917	DAKOTA FLUID POWER INC					
		I-6851942	101-43700-42600	SUPPLIES & MA CYLINDER REPAIR	187671	220.00
01-01325	MEYERS OIL CO					
		I-014661	101-43700-42610	GAS & FUEL REGULAR 87 OCTANE	187715	377.72
01-01830	NORTHWESTERN ENERGY & C					
		I-2581639-8-4/21	101-43700-42800	UTILITIES 700 W 23RD AVE	187732	203.41
		I-2581641-4-4/21	101-43700-42800	UTILITIES W 23RD	187732	13.65
01-02790	SUN GOLD SPORTS					
		I-8930	101-43700-42650	UNIFORMS EMBROIDERY	187766	40.00
DEPARTMENT 3700 CEMETERY					TOTAL:	1,928.72

PACKET: 05765 4/19/2021 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					
		C-1171912	101-43700-42600	SUPPLIES & MA CREDIT	187582	109.99-
		I-1167385	101-43700-42600	SUPPLIES & MA HARDWARE, ROD	187582	21.16
		I-1170452	101-43700-42600	SUPPLIES & MA HYDRANT REPAIR KIT, WRENCH	187582	144.16
01-00436	FARMERS ALLIANCE					
		I-IW2376	101-43700-42600	SUPPLIES & MA DISMOUNT TIRE	187500	20.00
01-00712	NAPA AUTO PARTS					
		I-745465	101-43700-42600	SUPPLIES & MA OIL FILTER	187555	10.13
		I-745467	101-43700-42600	SUPPLIES & MA FILTERS	187555	47.11
		I-745480	101-43700-42600	SUPPLIES & MA TOWELS	187555	9.27
01-01404	MITCHELL IRON & SUPPLY					
		I-71927	101-43700-42600	SUPPLIES & MA WIPER, U-CUP, WASHER, RINGS	187550	43.85
01-01518	VERIZON WIRELESS					
		I-9876535979	101-43700-42800	UTILITIES ACCT #886931646-00001	187615	71.90
01-02880	THUNE TRUE VALUE HARDWA					
		I-A469650	101-43700-42600	SUPPLIES & MA ROD, HARDWARE	187607	41.85
DEPARTMENT 3700 CEMETERY					TOTAL:	299.44

PACKET: 05765 4/19/2021 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	
01-01199	STURDEVANTS - MITCHELL	I-15-230473	614-45250-42600	SUPPLIES & MA BATTERY	187601	86.08	
01-01518	VERIZON WIRELESS	I-9876535979	614-45250-42800	UTILITIES ACCT #886931646-00001	187615	43.69	
01-01590	MCLEOD'S PRINTING	I-48267	614-45250-42300	PUBLISHING LETTERHEAD	187540	149.90	
01-01964	DAKOTA SUPPLY GROUP	I-S100880240.001	614-45250-42600	SUPPLIES & MA PVC CEMENT, REPAIR KIT, PRIMER	187488	59.28	
01-02811	JONES SUPPLIES	I-129394	614-45250-42600	SUPPLIES & MA CLEANER, ROLL TOWELS, FRSEENERS	187525	192.92	
01-02880	THUNE TRUE VALUE HARDWA	I-A470427	614-45250-42600	SUPPLIES & MA WASHER, MENDERS	187607	15.77	
01-07696	FERGUSON WATERWORKS #25	I-0388449	614-45250-42600	SUPPLIES & MA GOLF SURGE ARRESTORS	187503	383.37	
		I-0388521	614-45250-42600	SUPPLIES & MA SURGE ARRESTORS	187503	290.90	
01-09268	FORUM COMMUNICATIONS CO	I-2247782	614-45250-42300	PUBLISHING ACCT #246603	187505	133.42	
					DEPARTMENT 5250 GOLF COURSE	TOTAL:	1,355.33
					FUND 614 GOLF COURSE	TOTAL:	1,355.33

## April Lakeview Golf Course Clubhouse Report

- Revenue Report for April
- Memberships
- Rounds Played and Membership Numbers (Attached)
- Upcoming Tournaments/Events/Leagues preparing for

Thanks,

Eric Hieb

## 2021 Rounds Played & Membership Numbers

### Rounds

April 2020 Rounds Played = 2,314

April 2021 Rounds Played = 2,201

Total Rounds Played 2020 = 2,697

Total Rounds Played 2021 = 2,852

### 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: 147

H/W: 100

College: 14

Student: 18

Family: 221

Total: 500

**New Members: 52**

#### Punch cards:

- 22 without Cart
- 20 with Cart

**City of Mitchell Fun Pass**

# Golf / Cemetery Board Report

May, 12<sup>th</sup> 2021

## Superintendents Report

### Cemetery

We had 17 DWU golfers out for their service day on the 4<sup>th</sup>. They picked up garbage out of the alfalfa field, and then raked and picked up sticks in the cemetery. They did a very good job and it was great for getting ready for Memorial Day. We are getting ready for Memorial Day by packing and seeding graves, and other projects. Irrigation will get charged this week. We will start weed eating next week when we have more staff. Working on mapping and cemetery expansion details for this year and what we need to ask for in 2022. Community gardens has 23 spots available yet. We opened the gardens on the 27<sup>th</sup> of April.

### **April burials**

Traditional 5

Cremations 2

YTD 32

### Golf

Have had some issues with irrigation so far that I'm still trying to work through. There is an electrical issue in the 15, 16 area that just takes time to devote to tracking it down. Kevin has helped with some trouble shooting. It is just a lot of running back and forth and with two people it makes it easier. I've got some of the issues fixed and narrowed down, but just have not pin pointed all of the issues yet. There is still a break in line in #9 rough yet, will get to that and hopefully get that line operational again. There is an issue with the cooling system in the pump house that also needs attention. I got the greens fertilized for the first time this week. Will be concentrating on weed control when I get more staff, and Mother Nature cooperates. I am going to try to do pre-emergent applications this week. With dealing with everything else this may be a challenge this year.

There has been an offer to donate a TV on the patio on the east side of clubhouse. Custom Touch Homes would pay for the TV, and any electrical work to be done. They also agreed to put one in the north enclosed patio also. This will work out great for scoring. They want to have a sign saying donated by Custom Touch Homes. Harry Hilton family has also agreed to go forward with the donation of a bench. We are working out the details on what hole to put it on.

Most of the seasonal staff started today. I am anticipating that we will be mowing on more of a regular schedule this week also. It will be great to have them on board, but that also means more training and supervising. Getting into the season it will be very difficult for me to keep up

on all my duties while still keeping track of the staff. With the seasonal staff time limitations it has made it very interesting on scheduling. I will have to use Aaron and Scott to help from time to time just to get by. They have been very helpful, and understanding about the situation. When I have asked them for help on a project they jump right in. Kenny Skinner has also stepped up to go above and beyond. As I stated above Kevin has also helped out from time to time. Nathan and Angel have helped with some of the administration side of things also. Through the end of last year we got lucky without any major breakdowns. Hopefully that continues through this season. The only reason why we are getting by without a second full time staff member at the golf course is because we are prioritizing the things we are doing. Most people probably do not realize some of the things that we are not doing, but eventually these things will start to show. We are doing the best that we can with what we have to work with.

Respectfully

Jason Gunnare Superintendent

Golf / Cemetery Department