

Golf/Cemetery Board Meeting

July 12, 2021 5:45PM

City Hall Council Chambers, 612 N Main St

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. ADDITIONS OR DELETIONS

4. APPROVAL OF MINUTES

Documents:

[6-14-21 MINUTES.PDF](#)
[6-22-21 SPECIAL MTG.PDF](#)

5. APPROVAL OF BILLS

Documents:

[REVENUE-EXPENSE REPORT - 1942.PDF](#)
[BILLS.PDF](#)

6. OLD BUSINESS

- A. Discussion With Norby Golf Course Design Inc.
- B. Action To Review And Approve The 2022 Capital Project Request

Documents:

[2022 CAPITAL REQUESTS.PDF](#)

7. NEW BUSINESS

- A. Clubhouse Report

Documents:

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

- B. Superintendent Report

Documents:

[GOLF AND CEMETERY BOARD REPORT JULY 12TH 2021.PDF](#)

8. NEXT MEETING DATE

9. ADJOURNMENT

Golf & Cemetery Board Meeting
June 14, 2021
City Hall Council Chambers

Present: Jeff McEntee, Brian Johnson, Tom Young, Mark Graham, Joe Schlimgen, Lynette Shattuck, Terry Rietveld
Council Liaison: Dan Sabers
Staff present: Jason Gunnare, Nate Powell, Angel DeWaard

Called to order by McEntee at 5:45 PM

Public Input: None

Motion to approve the minutes of May 10, 2021 meeting by Schlimgen, Second Graham.
Motion carried.

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

Agenda Items

- A. Gunnare reviewed the Clubhouse Report. Revenue has surpassed last year for the month of May as well as year to date. Total rounds played is 6,154; Total memberships currently 545, including 74 new members, surpassed last year's totals. Junior Golf Camp begins Monday, June 14th with 30 kids in the 11-14 age group and 49 kids in the 7-10 age group, this is the best turn out for Junior Golf Camp. Upcoming Events/Tournaments in June are: John Paull II 'Bids for Kids' June 4th; Big Dummy's Tournament June 12th; Veteran's Fundraiser June 20th; Mitchell Roofing and Siding Fundraiser June 21st; Lakeview 4 Person Scramble June 27th.
- B. Gunnare reviewed the Superintendent Report. We are at 41 burials year to date. The wall for the infant section in Calvary was completed before Memorial Day. We ended up weed eating the cemetery twice before Memorial Day. Jeremy Nielson, Sports Complex Supervisor sent guys over a couple afternoons to help with weed eating the cemetery and the golf course. Have had multiple irrigation leaks in the cemetery. We have not had it all up and running yet, the steel lines are corroding and becoming weak. We replaced a 40' section of 4" line. We sold all but ten garden plots, but one couple is moving away so they donated their spots back, so we now have 17 garden plots available. I have made the first step to lower the step cut around the greens, but with the heat I'm hesitant to lower them too fast. I will have to address the ridge around the greens to make an even cut. Need to do crabgrass control post emergent this year, my window for pre-emergent application is closing. Working on irrigation problems as time permits. The valleys on the covered patio are leaking, will get fixed this week. With the storm today, we had a big chunk of shingles blow off. We will get the TB put in as soon as the roof is fixed. Ron Muth donated the electrical work, and Custom Touch Homes is donating the TV. The

bench for the Hilton family is here I am just waiting for the plaque. Kevin Norby will be here on June 22nd to meet with the Board and present a preliminary plan and answer questions, he will spend the rest of that day at the golf course.

- C. Motion Schlimgen, Second, Shattuck to enter into Executive Session as permitted by SDCL 1-25-2 (5) Pricing Strategies. Motion approved and carried.

Motion Johnson, Second Young to exit Executive Session at 6:24 PM. Motion carried.

After a brief discussion on the supplemental language, which Powell noted would be addressed separately in a maintenance agreement. Motion Rietveld, Second Graham to approve the Contract with District II for a Digital Cemetery Grave Spreadsheet as presented. Motion approved and carried.

- D. Powell submitted the proposed 2022 Capital Budget requests to the Board for approval. Powell noted the far right column lists any donations, enterprise funds, trade-in value or grants that would be applied towards the estimates. Proposed capital budget requests include the following: Pull behind blower (current one was bought used, has constant breakdowns); Two Green Mowers Replacement (trade 2 mowers in on 2 new ones); Golf Course project to be determined (\$35,000 available); Mini excavator replacement (looking at new one that is able to dig double deep); Replace siding and insulation in front of shop; Road overlay/repair (sections that were not done two years ago); Replace 2 Toro mowers (will purchase 2 used mowers). After a brief discussion on the unknown cost of the golf course project, Motion Shattuck, Second Johnson to table the 2022 Capital Budget Request until the regular meeting in July. Motion carried.
- E. Gunnare informed the Board a member contacted him a couple of weeks ago that paid for a couples membership, cart storage and trail fee, which he want to keep, however due to medical issues he would like to trade his couples membership and go to a punch card. Gunnare noted the individual is not able to golf or get around at this time and he is looking to purchase a \$200 punch card and get refunded the remaining \$625. After a brief discussion Motion Johnson, Second Shattuck to the golf members request to trade his couples membership for a \$200 punch card and refund the remaining \$625, with the individual keeping his cart storage and trail fee. Motion carried.

There being no further business the Board adjourned at 6:41, noting June 22, 2021 at 11:30 AM as the date of the Special meeting of the Golf/Cemetery Board.

Special Golf & Cemetery Board Meeting
June 22, 2021
City Hall Council Chambers

Present: Jeff McEntee, Brian Johnson, Mark Graham, Tom Young, Joe Schlimgen, Lynette Shattuck

Council Liaison: Dan Sabers

Staff present: Jason Gunnare, Eric Hieb, Nate Powell, Angel DeWaard

Others present: Stephanie Ellwein, Joe Schroeder, Kevin Norby, Norby Golf Course Design Inc.

Called to order by McEntee at 12:01 PM

Public Input: none

Agenda Item:

- A. Kevin Norby, Norby Golf Course Design Inc. reviewed with the Board his Master Plan Proposal as follows:

What is a Master Plan

- Establish a long-range vision
- Avoid "Pet Projects"
- Prioritize future improvements
- Determine project costs & phasing strategy
- Increase revenue
- Provide for long-term financial sustainability

Master Plan Time Line

- April 2021 Kick off meeting & course assessment (met with Jason, public, went out and did initial assessment of course)
- May 2021 Course mapping & topography
- June 2021 Member interviews (insight into what is liked and not liked about course)
- June 2021 Preliminary Master Plan (Kevin's ideas and visions)
- July 2021 Revise & finalize Master Plan (incorporate feedback and refine it)
- July 2021 Cost Estimates & Phasing (work on cost estimates break into logical list of priorities see what can be done in-house. We want to establish a budget for future projects)
- August 2021 Adopts Master Plan (want city to adopt master plan, noting this will probably need to be revisited in five years or so to look at future projects priority)

What are the Issues at Lakeview

- Trees
- Bunkers (lack of bunkers, condition and location of existing bunkers)
- Tees (absence of proper set of forward tees, existing tees not being level.)

- Holes (11 & 12 challenging not particularly good holes)
- Green reconstruction (have at least two different kinds of greens on course)
- Practice facilities (great way to get non-golfers and families out there)

Tree Management

- Remove diseased, damaged, short-lived trees (promote long-lived desirable trees, remove trees that impact turf quality and those damaging cart paths, need to get on a tree management program to remove 60-80 per year and strategically replant)

Holes 4-6

- Tree-lines fairways (trees lining both sides, not much fun for high handicap golfers)
- Straight cart paths
- Lack of variety/interest (minimize monotony)
- Lack of strategy
- New greens (create holes that are easy to maintain, more visually attractive, more strategic)

Bunkers

- Frame golf holes
- Provide visual appeal
- Define strategy

Tees

- Lack of variety
- Lengthy forward tees (change tee color names so golfer picks based on their ability)

Practice Facilities

- Driving range (to big not functional, course has not great targets.)
- Short-Course
- Himalayas putting course (large putting greens)
- Create driving range turf tee
- Have a synthetic tee line
- Add range targets
- Have a 3-hole short course/short game area and Future 8-hole short course

Holes 11 & 12

- New hole 11 green (move green)
- Abandon hole 12

Holes 15 & New 14

- New Par 3 fourteenth hole
- New tees for hole 15

Hole 13

- Construct new pond
- Screen maintenance facility (new pond would provide visual buffer of facility)
- Improve drainage
- Improve strategy

Green Reconstruction (Kevin Norby-not high on priority list)

- Two styles of greens (at most)
- Limited pin positions

- Maintenance
- Playability
- Irrigation** (current system is 25+ years old)
- Update pump controls
- Replace cooling system

Johnson questioned if moving trees on #6 would that create safety issue for #7 tee box. Norby, we would realign tee's (#7) and plant something else there but only looking at removing 3 trees. Johnson wondered if the golf course had too many cart paths or if the existing cart paths are properly located. Mr. Norby noted most course his company deals with do not have continuous cart paths and feels where there is opportunity you should consider moving or eliminating cart paths. Sabers inquired into project costs. Mr. Norby noted generally course are done over 10 years, ideal allocation would be \$250,000 on a yearly basis, however being a municipal course there may be more funding avenues. Discussion held on abandoning #12 hole and relocating #12 to #13, Mr. Norby asked Board members to provide to him any feedback or suggestions as he will go back and revise the Master Plan. McEntee noted long-term maintenance issues need to be addressed. Board questioned downtime of course is project done all at once or in phases. Mr. Norby, if we did all at once course would be shut down for at least a whole year, whereas if done in phases then parts of the course would remain open. Discussion was held on #15 hole and land that is earmarked for cemetery expansion. Powell noted once we decide on a plan then we can present and go after funding. The Board thanked Mr. Norby for his presentation and noted they would get all suggestions submitted to him for revision work.

There being no further business the Board adjourned at 2:01pm, noting July 12, 2021 at 5:45 PM as the date of the of the next regular meeting of the Golf/Cemetery Board.

CITY OF MITCHELL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 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	12,660.00	62,559.74	71,439.74	55,560.26	56.25
TOTAL REVENUES	127,000	12,660.00	62,559.74	71,439.74	55,560.26	43.75
EXPENDITURE SUMMARY						
CEMETERY						
SALARIES	259,878	19,523.34	119,739.75	89,717.11	170,160.89	34.52
CURRENT EXPENSES	66,558	5,338.96	15,721.28	17,540.74	49,017.26	26.35
CAPITAL OUTLAY	62,225	416.83	46,761.66	37,225.00	25,000.00	59.82
TOTAL CEMETERY	388,661	25,279.13	182,222.69	144,482.85	244,178.15	62.83
TOTAL EXPENDITURES	388,661	25,279.13	182,222.69	144,482.85	244,178.15	62.83
REVENUE OVER/ (UNDER) EXPENDITURES	(261,661) (12,619.13) (119,662.95) (73,043.11) (188,617.89)	72.08

CITY OF MITCHELL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 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	60.00	3,270.00	2,850.00	1,150.00	71.25
101-3481 CEMETERY OPENINGS	60,000	6,900.00	23,850.00	26,100.00	33,900.00	43.50
101-3482 CEMETERY LOT SALES	30,000	3,600.00	11,975.00	15,975.00	14,025.00	53.25
101-3483 CEMETERY SAT FUNERAL FEE	7,000	0.00	2,350.00	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	2,100.00	0.00	4,200.00 (200.00)	105.00
TOTAL CHARGES-GOODS & SERVICES	127,000	12,660.00	62,559.74	71,439.74	55,560.26	43.75
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TOTAL REVENUE	127,000	12,660.00	62,559.74	71,439.74	55,560.26	43.75

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

101-GENERAL
 CEMETERY

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YDT ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
SALARIES						
101-43700-41100 SALARIES	150,961	8,286.95	73,223.59	48,841.41	102,119.59	32.35
101-43700-41110 OVERTIME	1,000	502.76	221.90	708.92	291.08	70.89
101-43700-41120 PART-TIME	25,000	5,479.73	10,681.63	10,664.18	14,335.82	42.66
101-43700-41200 SOCIAL SECURITY/MEDICARE	13,538	1,038.77	6,126.17	4,289.45	9,248.55	31.68
101-43700-41300 RETIREMENT	9,118	503.55	4,404.38	2,943.67	6,174.33	32.28
101-43700-41500 GROUP INSURANCE	60,261	3,711.58	25,082.08	22,269.48	37,991.52	36.96
101-43700-41700 COMPENSATED ABSENCES	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES	259,878	19,523.34	119,739.75	89,717.11	170,160.89	65.48
CURRENT EXPENSES						
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	864.92	94.50	1,685.47	1,314.53	56.18
101-43700-42510 HEADSTONE REPAIR & MAINT	13,808	0.00	0.00	32.99	13,775.01	0.24
101-43700-42600 SUPPLIES & MATERIALS	16,000	1,343.98	10,995.63	8,538.49	7,461.51	53.37
101-43700-42602 CHEMICALS	10,000	1,275.00	0.00	1,275.00	8,725.00	12.75
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	652.50	442.50	1,057.50	29.50
101-43700-42610 GAS & FUEL	8,000	1,612.25	2,417.46	3,073.48	4,926.52	38.42
101-43700-42650 UNIFORMS	500	0.00	0.00	185.47	314.53	37.09
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	242.81	1,293.77	1,478.24	3,021.76	32.85
101-43700-42830 UTILITIES-WATER/SEWER	1,000	0.00	232.42	43.12	956.88	4.31
101-43700-42999 REFUND OF FEES	1,000	0.00	35.00	400.00	600.00	40.00
TOTAL CURRENT EXPENSES	66,558	5,338.96	15,721.28	17,540.74	49,017.26	73.65
CAPITAL OUTLAY						
101-43700-43200 BUILDINGS	2,225	416.83	761.66	2,225.00	0.00	100.00
101-43700-43300 IMPROVEMENTS	25,000	0.00	46,000.00	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	416.83	46,761.66	37,225.00	25,000.00	40.18
TOTAL CEMETERY	388,661	25,279.13	182,222.69	144,482.85	244,178.15	62.83
TOTAL EXPENDITURES						
TOTAL EXPENDITURES	388,661	25,279.13	182,222.69	144,482.85	244,178.15	62.83
REVENUE OVER/(UNDER) EXPENDITURES	(261,661)	(12,619.13)	(119,662.95)	(73,043.11)	(188,617.89)	72.08

WARNING 2,124 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

CITY OF MITCHELL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 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	70,164.28	246,729.53	330,226.91	83,173.09	79.88
MISCELLANEOUS REVENUE	4,500	2,500.00	21.00	2,550.00	1,950.00	56.67
TOTAL REVENUES	417,900	72,664.28	246,750.53	332,776.91	85,123.09	20.37
EXPENDITURE SUMMARY						
GOLF COURSE						
OTHER	0	0.00	0.00	0.00	0.00	0.00
SALARIES	221,200	19,704.80	98,887.16	76,156.58	145,043.42	34.43
CURRENT EXPENSES	167,340	14,704.83	83,086.82	85,482.33	81,857.67	51.08
CAPITAL OUTLAY	67,000	0.00	6,445.00	15,500.00	51,500.00	23.13
TOTAL GOLF COURSE	455,540	34,409.63	188,418.98	177,138.91	278,401.09	61.11
TOTAL EXPENDITURES	455,540	34,409.63	188,418.98	177,138.91	278,401.09	61.11
REVENUE OVER/ (UNDER) EXPENDITURES	(37,640)	38,254.65	58,331.55	155,638.00 (193,278.00)	513.49
OTHER SOURCES	0	3,000.00	0.00	3,000.00 (3,000.00)	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER (USES)	(37,640)	41,254.65	58,331.55	158,638.00 (196,278.00)	0.00

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	11,088.68	108,076.30	136,428.68	5,571.32	96.08
614-3462 RANGE MEMBERSHIP	12,500	1,868.23	13,265.11	16,441.89 (3,941.89)	131.54
614-34620 RANGE BALLS	13,500	3,667.89	6,960.57	11,291.76	2,208.24	83.64
614-34622 ADULT GREEN FEES	82,000	19,640.90	31,015.81	44,202.75	37,797.25	53.91
614-34623 ADULT 9/18 SPLIT	0	0.00	0.00	0.00	0.00	0.00
614-34626 PUNCH CARDS	16,000	2,976.76	15,126.76	11,348.90	4,651.10	70.93
614-3463 ELECTRIC CART & STORAGE FEE	17,000	878.61	4,357.00	6,127.64	10,872.36	36.04
614-34630 1.5% TOURISM TAX~RANGE BALLS	200	55.01	104.43	169.39	30.61	84.70
614-34631 CART RENTAL	87,000	21,370.37	45,464.75	70,164.89	16,835.11	80.65
614-34632 LAWN BOWLING MAINTENANCE	0	0.00	0.00	0.00	0.00	0.00
614-3464 ANNUAL TRAIL FEES	17,500	677.27	16,802.77	18,461.28 (961.28)	105.49
614-34641 LOCKER FEE	1,000	90.15	661.05	1,081.71 (81.71)	108.17
614-3465 TOURNAMENT SPONSOR FEE	19,000	7,577.46	3,070.42	10,352.10	8,647.90	54.48
614-3466 MISC/GAS/PROG/CLUBHOUSE	2,300	272.95	513.84	788.05	1,511.95	34.26
614-3467 ADVERTISING REVENUE (NO TAX)	3,400	0.00	1,310.72	3,367.87	32.13	99.06
614-3469 INTEREST EARNED	0	0.00	0.00	0.00	0.00	0.00
TOTAL CHARGES-GOODS & SERVICES	413,400	70,164.28	246,729.53	330,226.91	83,173.09	20.12
MISCELLANEOUS REVENUE						
614-367 CONTRIBUTION FR PRIVATE SOURCE	0	2,500.00	0.00	2,500.00 (2,500.00)	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	0.00	0.00	4,500.00	0.00
614-369 REFUNDS AND REIMBURSEMENTS	0	0.00	21.00	50.00 (50.00)	0.00
TOTAL MISCELLANEOUS REVENUE	4,500	2,500.00	21.00	2,550.00	1,950.00	43.33
TOTAL REVENUE	417,900	72,664.28	246,750.53	332,776.91	85,123.09	20.37

CITY OF MITCHELL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 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	51,993.52	28,624.31	76,224.69	27.30
614-45250-41110 OVERTIME	750	238.99	168.14	238.99	511.01	31.87
614-45250-41120 PART-TIME	57,500	10,652.63	20,018.60	25,880.28	31,619.72	45.01
614-45250-41200 SOCIAL SECURITY/MEDICARE	12,496	1,138.83	5,246.01	3,834.00	8,662.00	30.68
614-45250-41300 RETIREMENT	6,351	284.76	3,129.69	1,717.46	4,633.54	27.04
614-45250-41500 GROUP INSURANCE	39,254	2,643.59	18,331.20	15,861.54	23,392.46	40.41
614-45250-41700 COMPENSATED ABSENCES	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES	221,200	19,704.80	98,887.16	76,156.58	145,043.42	65.57
CURRENT EXPENSES						
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	8,002.79	32,095.43	36,197.32	33,802.68	51.71
614-45250-42250 PROFESSIONAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
614-45250-42300 PUBLISHING	2,500	510.00	260.00	1,288.95	1,211.05	51.56
614-45250-42500 REPAIR & MAINTENANCE	5,500	0.00	3,282.14	5,963.01 (463.01)	108.42
614-45250-42600 SUPPLIES & MATERIALS	25,800	2,409.40	16,896.38	15,303.75	10,496.25	59.32
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	8,516.00	5,071.00	11,929.00	29.83
614-45250-42603 SAND/GOLF COURSE	4,000	0.00	1,546.82	0.00	4,000.00	0.00
614-45250-42604 TREES & SOD	2,000	0.00	1,606.00	0.00	2,000.00	0.00
614-45250-42610 GAS & FUEL	12,000	2,751.33	1,779.44	4,417.25	7,582.75	36.81
614-45250-42650 UNIFORMS	500	0.00	0.00	40.00	460.00	8.00
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	1,019.30	3,236.31	3,353.47	9,646.53	25.80
614-45250-42830 UTILITIES-WATER/SEWER	1,200	0.00	373.95	157.55	1,042.45	13.13
614-45250-42920 COMPUTER SOFTWARE	3,140	0.00	3,135.25	1,899.25	1,240.75	60.49
614-45250-42931 SALES TAX	200	12.01	72.01	80.39	119.61	40.20
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	1,650.00 (1,650.00)	0.00
TOTAL CURRENT EXPENSES	167,340	14,704.83	83,086.82	85,482.33	81,857.67	48.92

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

614-GOLF COURSE
 GOLF COURSE

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YDT ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
CAPITAL OUTLAY						
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	34,409.63	188,418.98	177,138.91	278,401.09	61.11
<hr/>						
TOTAL EXPENDITURES	455,540	34,409.63	188,418.98	177,138.91	278,401.09	61.11
<hr/>						
REVENUE OVER/(UNDER) EXPENDITURES	(37,640)	38,254.65	58,331.55	155,638.00 (193,278.00)	513.49
<hr/>						
OTHER FINANCING SOURCES						
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	3,000.00	0.00	3,000.00 (3,000.00)	0.00
TOTAL OTHER FINANCING SOURCES	0	3,000.00	0.00	3,000.00 (3,000.00)	0.00
<hr/>						
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER (USES)	(37,640)	41,254.65	58,331.55	158,638.00 (196,278.00)	521.46

/23/2021 9:13 AM

REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 6

CKET: 05831 6/23/2021 JUNE CC

NDOR SET: 01

ND : 101 GENERAL

PARTMENT: 3700 CEMETERY

BANK: APBNK

DGET TO USE: CB-CURRENT BUDGET

NDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
-07141	FIRST NATIONAL BANK OMA	I-1924200	101-43700-42600	SUPPLIES & MA ACCT #0200	188402	224.00
DEPARTMENT 3700 CEMETERY					TOTAL:	224.00

CHECK#: 05835 7-6-2021 MTG

ENDORSE: 01

ND : 101 GENERAL

DEPARTMENT: 3700 CEMETERY

BANK: APBNK

BUDGET TO USE: CB-CURRENT BUDGET

ENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
-00985	HONDA OF MITCHELL					
		I-127353	101-43700-42600	SUPPLIES & MA BAR/CHAIN OIL	188472	16.99
-01325	MEYERS OIL CO					
		I-014398	101-43700-42610	GAS & FUEL FUEL	188498	528.32
-01590	MCLEOD'S PRINTING					
		I-50115	101-43700-42600	SUPPLIES & MA COPY PAPER, INK	188495	99.98
-01830	NORTHWESTERN ENERGY & C					
		I-2581639-8-6/21	101-43700-42800	UTILITIES 700 W 23RD AVE	188511	148.24
		I-2581641-4-6/21	101-43700-42800	UTILITIES W 23RD	188511	13.05
		I-2581642-2-6/21	101-43700-42800	UTILITIES 600 W 23RD AVE PUMP	188511	8.47
-02880	TRCNE TRUE VALUE HARDWA					
		I-B237214	101-43700-42600	SUPPLIES & MA CAULK	188547	21.98
-09313	MITCHELL POWER EQUIPMEN					
		I-11073	101-43700-42600	SUPPLIES & MA VALVE COVER, FUEL PUMP	188504	105.00
DEPARTMENT 3700 CEMETERY					TOTAL:	942.03

CHECK: 05819 6-21-2021 MTG

ENDOR SET: 01

FUND : 101 GENERAL

DEPARTMENT: 3700 CEMETERY

BANK: APBNK

BUDGET TO USE: CB-CURRENT BUDGET

ENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
-00110	BROCK WHITE COMPANY LLC					
		I-14704401-00	101-43700-42602	CHEMICALS MULCH GREEN	188207	1,275.00
-00424	RUNNINGS SUPPLY INC					
		I-1203248	101-43700-42600	SUPPLIES & MA PVC CMP COUPLING WEED PREVENTE	188333	40.55
		I-1203259	101-43700-42600	SUPPLIES & MA BARK NUGGET MEDIUM 2CF	188333	23.94
-00560	DIESEL MACHINERY INC					
		I-C15578	101-43700-42600	SUPPLIES & MA GASKET KIT	188233	263.53
-01325	MEYERS OIL CO					
		I-014252	101-43700-42610	GAS & FUEL DIESEL FUEL	188287	420.00
		I-014338	101-43700-42610	GAS & FUEL FUEL	188287	1,192.25
-01355	MIDWEST TURF & IRRIGATI					
		I-3870704-00	101-43700-42600	SUPPLIES & MA SWITCHES	188292	96.36
-01518	VERIZON WIRELESS					
		I-9880818635	101-43700-42800	UTILITIES ACCT #886931646-00001	188381	71.92
-01830	NORTHWESTERN ENERGY & C					
		I-2581639-8-5/21	101-43700-42800	UTILITIES 700 W 23RD AVE	188306	158.08
		I-2581641-4-5/21	101-43700-42800	UTILITIES W 23RD	188306	12.91
-02679	MENARD'S INC					
		I-17286	101-43700-42600	SUPPLIES & MA GALV NIPPLE	188284	65.16
		I-17356	101-43700-42600	SUPPLIES & MA SOLID CORE PVC PIPE COUPLING B	188284	350.50
		I-17444	101-43700-42600	SUPPLIES & MA ALUM OXIDE-COARS STEEL WOOL	188284	18.81
		I-17462A	101-43700-42600	SUPPLIES & MA SOLID CORE PVC PIPE	188284	42.41
		I-17581	101-43700-42600	SUPPLIES & MA GARDENING FOR DUMMIES GERANIUM	188284	119.62
-02880	THUNE TRUE VALUE HARDWA					
		I-A475168	101-43700-42600	SUPPLIES & MA PURPLE PRIMER	188366	20.97
		I-A475594	101-43700-42600	SUPPLIES & MA BRS BALL VALVE	188366	78.13
-09516	BECHEN ELECTRIC INC					
		I-2964	101-43700-43200	BUILDINGS ADDED OUTLETS/EXIT LIGHT	188202	416.83
		I-2964	101-43700-42500	REPAIR & MAIN ADDED OUTLETS/EXIT LIGHT	188202	864.92
DEPARTMENT 3700 CEMETERY					TOTAL:	5,531.79

PACKET: 05835 7-6-2021 MTG

VENDOR SET: 01

FUND : 614 GOLF COURSE

DEPARTMENT: 5250 GOLF COURSE

BUDGET TO USE: CB-CURRENT BUDGET

BANK: APBNK

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-00356	QUALIFIED PRESORT					
		I-2279-5201	614-45250-42600	SUPPLIES & MA MAILING SERVICE	188526	2.75
01-00671	VAN DIEST SUPPLY CO					
		I-149626	614-45250-42602	CHEMICALS CHEMICALS	188556	1,756.00
01-01198	SIGN PRO					
		I-68894	614-45250-42300	PUBLISHING GOLF SIGNS	188538	79.56
01-01325	MEYERS OIL CO					
		I-014363	614-45250-42610	GAS & FUEL FUEL	188498	526.38
		I-014397	614-45250-42610	GAS & FUEL FUEL	188498	414.64
		I-014398	614-45250-42610	GAS & FUEL FUEL	188498	528.32
01-01590	MCLEOD'S PRINTING					
		I-50423	614-45250-42300	PUBLISHING PENCILS	188495	349.90
01-01830	NORTHWESTERN ENERGY & C					
		I-2581639-8-6/21	614-45250-42800	UTILITIES 700 W 23RD AVE	188511	148.24
		I-2581643-0-6/21	614-45250-42800	UTILITIES GOLF PUMP 100 H	188511	1,210.04
		I-2581875-8-6/21	614-45250-42800	UTILITIES GOLF CLUB HOUSE	188511	620.97
		I-2581876-6-6/21	614-45250-42800	UTILITIES GOLF CART SHED	188511	63.94
		I-2939180-2-6/21	614-45250-42800	UTILITIES 825 INDIAN VILLAGE RD	188511	300.11
01-06710	EDDIE KLOSE					
		I-6/29/2021	614-45250-42999	REFUNDS REFUND PARTIAL MEMBERSHIP	188484	625.00
01-08892	ERIC HIEB					
		I-6/29/2021	614-45250-42200	GOLF PRO CONT CC FEES, CLOVER SERVICE PLAN	188471	885.94
		I-6/29/21	614-45250-42200	GOLF PRO CONT BASE CONTRACT, CART RENT, MEMB	188471	6,702.44
					DEPARTMENT 5250 GOLF COURSE	TOTAL: 14,214.23
					FUND 614 GOLF COURSE	TOTAL: 14,214.23

PACKET: 05819 6-21-2021 MTG

VENDOR SET: 01

FUND : 614 GOLF COURSE

DEPARTMENT: 5250 GOLF COURSE

BUDGET TO USE: CB-CURRENT BUDGET

BANK: APBNK

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-00560	DIESEL MACHINERY INC					
		I-C14113	614-45250-42600	SUPPLIES & MA VALVE EXPANS	188233	147.65
01-00712	NAPA AUTO PARTS					
		I-747912	614-45250-42600	SUPPLIES & MA FUSE	188304	11.96
		I-748201	614-45250-42600	SUPPLIES & MA AIR FILTER	188304	121.14
		I-749202	614-45250-42600	SUPPLIES & MA FUEL FILTER	188304	19.56
		I-749250	614-45250-42600	SUPPLIES & MA FUEL FILTERS	188304	9.19
01-01199	STURDEVANTS - MITCHELL					
		I-15-233187	614-45250-42600	SUPPLIES & MA STARTER	188360	172.42
01-01325	MEYERS OIL CO					
		I-014252	614-45250-42610	GAS & FUEL DIESEL FUEL	188287	420.00
		I-014263	614-45250-42610	GAS & FUEL FUEL	188287	505.05
		I-014316	614-45250-42610	GAS & FUEL FUEL	188287	554.68
		I-014338	614-45250-42610	GAS & FUEL FUEL	188287	1,192.25
		I-34219	614-45250-42610	GAS & FUEL 5 DTE 25	188287	79.35
01-01518	VERIZON WIRELESS					
		I-9880818635	614-45250-42800	UTILITIES ACCT #886931646-00001	188381	42.05
01-01830	NORTHWESTERN ENERGY & C					
		I-2581639-8-5/21	614-45250-42800	UTILITIES 700 W 23RD AVE	188306	158.09
		I-2581643-0-5/21	614-45250-42800	UTILITIES GOLF PUMP 100 H	188306	317.04
		I-2581875-8-5/21	614-45250-42800	UTILITIES GOLF CLUB HOUSE	188306	443.97
		I-2581876-6-5/21	614-45250-42800	UTILITIES GOLF CART SHED	188306	43.15
		I-2939180-2-5/21	614-45250-42800	UTILITIES 825 INDIAN VILLAGE RD	188306	15.00
01-01964	DAKOTA SUPPLY GROUP					
		I-S101012904.001	614-45250-42600	SUPPLIES & MA PVC NIP, PVC ADAPTER	188229	44.98
01-02679	MENARD'S INC					
		I-17725	614-45250-42600	SUPPLIES & MA POTTING PLUS CRISP CLEAN	188284	99.25
		I-18065	614-45250-42600	SUPPLIES & MA PVC COUPLINGS, PVC CAPS	188284	37.12
01-07696	FERGUSON WATERWORKS #25					
		I-0390704-1	614-45250-42600	SUPPLIES & MA SPRINKLER INSERTS	188241	360.30
		I-0394228	614-45250-42600	SUPPLIES & MA ROTOR PROMO	188241	957.67
01-07716	SAGA COMMUNICATIONS OF					
		I-IN-1210395348	614-45250-42300	PUBLISHING CONTRACT #120610	188336	210.00
		I-IN-1210495791	614-45250-42300	PUBLISHING CONTRACT #120611	188336	100.00
		I-IN-1210596120	614-45250-42300	PUBLISHING CONTRACT #120611	188336	200.00
01-08130	C & B OPERATIONS LLC					
		I-11178531	614-45250-42600	SUPPLIES & MA O-RING FITTING HOSE FITTI	188211	53.80
		I-11194997A	614-45250-42600	SUPPLIES & MA FITTING HOSE	188211	93.85

ACCOUNT: 05819 6-21-2021 MTG

ENDOR SET: 01

FUND : 614 GOLF COURSE

DEPARTMENT: 5250 GOLF COURSE

BANK: APBNK

BUDGET TO USE: CB-CURRENT BUDGET

ENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
1-08487	YAMAHA GOLF & UTILITY					
		I-01-240829	614-45250-42600	SUPPLIES & MA THROTTLE CABLE	188387	131.75
		I-01-241336	614-45250-42600	SUPPLIES & MA KNOB, SPRING CLIP	188387	26.16
1-09703	AMAZON CAPITAL SERVICES					
		I-16F3-T9RJ-GTYV	614-45250-42600	SUPPLIES & MA STRING TRIMMER LINE	188188	122.05
DEPARTMENT 5250 GOLF COURSE					TOTAL:	6,689.48
FUND 614 GOLF COURSE					TOTAL:	6,689.48

DRAFT PROPOSAL - 2022 Capital Requests

		Estimate	Donation/ Enterprise Funds/Trade- In Value/Grant
Golf			
Improvement	Pull Behind Blower	\$ 8,200.00	\$ 8,200.00
Maintenance	Greens Mower Replacement (2 2011 Toro 3150's)	\$ 80,000.00	\$ 80,000.00
Maintenance	Golf Course Project (To be determined)	?	
	Total	\$ 88,200.00	\$ 88,200.00
Cemetery			
Maintenance	Mini Excavator Replacement (2001 Case)	\$ 49,900.00	\$ 18,000.00
Maintenance	Replace Siding and Insulation in front of shop	\$ 13,500.00	
Maintenance	Road Overlay/Repair	\$ 16,000.00	
Maintenance	Replace 2 Toro Mowers (2 Toro 223)	\$ 15,000.00	
	Total	\$ 94,400.00	\$ 18,000.00

June Lakeview Golf Course Clubhouse Report

- Revenue Report for May (Attached)
- Rounds Played and Membership Numbers (Attached)
- Events/Tournaments in July
 - o Adult/Junior Scramble – July 2nd
 - o Vermeulen Open – July 4th
 - o SDARL Golf Outing – July 9th
 - o SDGA Junior Tour Event – July 12th
 - o SDGA Women's Senior Championship – July 17th and 18th
 - o GPS Lakeview Senior 2 Man Scramble – July 20th
 - o City Tournament at Lakeview – July 25th
 - o Farm Credit Services of America – July 30th
 - o MHS Class of '71 Tee Times – July 31st

Thanks,

Eric Hieb

REVENUE REPORT
AS OF: JUNE 30TH, 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-CPDA #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
<u>CHARGES-GOODS & SERVICES</u>						
614-3461 MEMBERSHIP FEES	142,000	11,088.68	108,076.30	136,428.68	5,571.32	96.08
614-3462 RANGE MEMBERSHIP	12,500	1,868.23	13,265.11	16,441.89	(3,941.89)	131.54
614-34620 RANGE BALLS	13,500	3,667.89	6,960.57	11,291.76	2,208.24	83.64
614-34622 ADULT GREEN FEES	82,000	19,640.90	31,015.81	44,202.75	37,797.25	53.91
614-34623 ADULT 9/18 SPLIT	0	0.00	0.00	0.00	0.00	0.00
614-34626 PUNCH CARDS	16,000	2,976.76	15,126.76	11,348.90	4,651.10	70.93
614-3463 ELECTRIC CART & STORAGE FEE	17,000	878.61	4,357.00	6,127.64	10,872.36	36.04
614-34630 1.5% TOURISM TAX-RANGE BALLS	200	55.01	104.43	169.39	30.61	84.70
614-34631 CART RENTAL	87,000	21,370.37	45,464.75	70,164.89	16,835.11	80.65
614-34632 LAWN BOWLING MAINTENANCE	0	0.00	0.00	0.00	0.00	0.00
614-3464 ANNUAL TRAIL FEES	17,500	677.27	16,802.77	18,461.28	(961.28)	105.49
614-34641 LOCKER FEE	1,000	90.15	661.05	1,081.71	(81.71)	108.17
614-3465 TOURNAMENT SPONSOR FEE	19,000	7,577.46	3,070.42	10,352.10	8,647.90	54.48
614-3466 MISC/GAS/PROG/CLUBHOUSE	2,300	272.95	513.84	788.05	1,511.95	34.26
614-3467 ADVERTISING REVENUE (NO TAX)	3,400	0.00	1,310.72	3,367.87	32.13	99.06
614-3469 INTEREST EARNED	0	0.00	0.00	0.00	0.00	0.00
TOTAL CHARGES-GOODS & SERVICES	413,400	70,164.28	246,729.53	330,226.91	83,173.09	20.12
<u>MISCELLANEOUS REVENUE</u>						
614-367 CONTRIBUTION FR PRIVATE SOURCE	0	2,500.00	0.00	2,500.00	(2,500.00)	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	0.00	0.00	4,500.00	0.00
614-369 REFUNDS AND REIMBURSEMENTS	0	0.00	21.00	50.00	(50.00)	0.00
TOTAL MISCELLANEOUS REVENUE	4,500	2,500.00	21.00	2,550.00	1,950.00	43.33
TOTAL REVENUE	417,900	72,664.28	246,750.53	332,776.91	85,123.09	20.37
<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	0	3,000.00	0.00	3,000.00	(3,000.00)	0.00
TOTAL OTHER FINANCING SOURCES	0	3,000.00	0.00	3,000.00	(3,000.00)	0.00
TOTAL REVENUES & OTHER SOURCES	417,900	75,664.28	246,750.53	335,776.91	82,123.09	0.00

2021 Rounds Played & Membership Numbers

Rounds

June 2020 Rounds Played = 3,451
June 2021 Rounds Played = 3,925
Total Rounds Played 2020 = 9,347
Total Rounds Played 2021 = 10,079

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: 164

H/W: 110

College: 19

Student: 36

Family: 255

Total: 545

New Members: 74

Punch cards:

- 34 without Cart
- 44 with Cart

City of Mitchell Fun Pass

Golf and Cemetery Board Report

July 12th, 2021

Cemetery

Traditional	11
Cremations	8
June	20
YTD	61

- Interviewing for cemetery position
- Infant section memorial should get started soon
- Sign is installed
- Basic upkeep
- Vandalism?

Golf

- Club house roof valley fixed
- TV on east patio
- Fertilizing tees, greens, and fairways
- Spraying Thistle, Crabgrass, and Grubs.
- Stumps are $\frac{3}{4}$ done
- Working on irrigation issues
- Don't know when golf carts will arrive
- Working on getting quotes and budget process
- Pay loader has issues with staying running
- Landscaping by south bathroom
- Lost 2 seasonal employees hard to find workers
- Norby meeting with board
- Basic maintenance

Jason Gunnare