

**GOLF/CEMETERY BOARD AGENDA  
REGULAR MEETING 5:45 P.M.  
MONDAY, JANUARY 11, 2021  
CITY HALL COUNCIL CHAMBERS, 612 N MAIN**

- 1. Oath Of Office: Angel DeWaard To Issue Oath Of Office To Golf/Cemetery Board Members; Jeff McEntee, Mark Graham, Brian Johnson, Terry Rietveld, Lynnette Shattuck, Joe Schlimgen, Tom Young**
- 2. 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.**
- 3. DELEGATIONS**
- 4. ADDITIONS OR DELETIONS**
- 5. APPROVAL OF MINUTES**

Documents:

[12-14-20 MINUTES.PDF](#)

**6. APPROVAL OF BILLS**

Documents:

[CEMETERY REVENUE-EXPENSES.PDF](#)  
[GOLF REVENUE-EXPENSES.PDF](#)  
[GOLF-CEMETERY BILLS.PDF](#)

**7. OLD BUSINESS**

**8. NEW BUSINESS**

A. Clubhouse Report

Documents:

[DECEMBER LAKEVIEW GOLF COURSE CLUBHOUSE REPORT.PDF](#)  
[ROUNDS PLAYED.PDF](#)

B. Superintendent Report

Documents:

[1-11-2021 SUPERINTENDENT REPORT.PDF](#)

C. Request To Approve 2021 Fees

Documents:

[2021 GOLF-CEMETERY FEES.PDF](#)

D. Discuss Future Golf Cart Replacement Options

Documents:

[GOLF CART REPLACEMENT DISCUSSION.PDF](#)

E. Discuss Design Options For Greens Projects

F. Other

**9. NEXT MEETING DATE**

**10. ADJOURNMENT**

Golf & Cemetery Board Meeting  
December 14, 2020  
City Hall Council Chambers

Present: Jeff McEntee, Lynette Shattuck, Brian Johnson, Joe Schlimgen, Mark Graham, Dan Sabers

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

Called to Order by President McEntee at 5:34 PM

Motion to approve minutes of November 2020 meeting by Schlimgen, second Graham.

McEntee requested a motion in the September 14, 2020 meeting regarding Gunnare's position be amended reflect the full motion as follows: Motion by Young, seconded by Graham to make a recommendation that Gunnare be a Superintendent in the city structure with another full time individual that would be trained to fill in for the superintendent when necessary or upon retirement and to revert back to the original management structure once Thurman's buyout was done and the top position, whatever we are going to call it, Superintendent be a Division Department Head position.

Public Input: none

#### Agenda Items

- A. Powell reviewed the Golf & Cemetery Budget and Bills. Johnson questioned where things stand with the 2021 budget. Powell noted asked for clarification on this and was told the 2021 budget will be finalized at the December 21<sup>st</sup> council meeting and then given to department heads. Johnson expressed concern on if items the board approved to be submitted in the 2021 budget remained or were changed or cut. McEntee noted the 2021 budget requests are submitted to the Mayor and City Administrator who review and submit budget requests to the Council. Powell stated that the council does see all items submitted and if an item was removed by the Mayor and City Administrator the item would show a zero, however next to that item it would show the requested amount.
- B. Hieb reviewed the November Clubhouse and revenue report, although the clubhouse is closed we still have payments being received and are comparable to last year.
- C. Gunnare reviewed the Cemetery and revenue report, we are a little above where we were at last year. Johnson questioned if roads have been repaired and drainage issue taken care of. Gunnare noted roads have not been completed the drainage issue has been fixed.
- D. Department report: We have been busy winterizing and organizing for the winter. The greens are sealed, but Mother Nature worked the sand into the canopy. Golfers will need to stay off the greens to allow the sand to do what it is intended to do. Tee aeration is almost complete, due to a breakdown the last 5 tees will be finished up in the spring. We will try to do a solid tine so we do not have the plugs to deal with.

Tree work will start this coming week. Lack of snow was a concern due to the possibility of greens drying out. I will be hiring extra help to work on equipment for the winter after the first of the year, am allowed up to 40 hours of help. McEntee inquired as to the status of the second full time position. Powell informed the Board the Council approved leaving the position as is, Sabers added the Mayor has stated the interim position will remain until after the mayoral election.

- E. Powell gave a board organization update. First reading of the ordinance to create the official Golf/Cemetery Board was approved at the December 7<sup>th</sup> City Council meeting, second reading will be December 21<sup>st</sup>. Powell noted the board would also be a policy Board so fees and agreements can be approved without going to council.
- F. Gunnare reviewed the Clubhouse Manager Agreement with the Board. McEntee inquired if Hieb was fine with the contract, Hieb stated he was. Gunnare noted the contract is structurally the same as the previous, however the locker fee amount was incorrect so it was reworded and the dollar amount removed. Also, cart rentals require a valid driver's license. The contract is for two (2) years with a 3% cost of living increase. Johnson expressed his concern with the wording Supervisor of Golf and Cemetery (hereafter "Supervisor). Powell informed the Board Gunnare was hired as the Golf & Cemetery Supervisor. Johnson noted he felt if titles do not matter it should be changed to Superintendent and questioned if the Board had the to approve the agreement. Powell stated the agreement will be taken to the Council at the Dec. 21<sup>st</sup> meeting and the Council will question if the board supports the agreement. After a brief discussion motion Schlimgen, second Shattuck to approve the Clubhouse Manage Agreement as submitted. Motion approved and carried with Johnson casting the only Nay vote.
- G. Gunnare informed the Board for capital greens project he will be getting a design with cost estimate, this will help determine if the funds provided will be enough or if he will have to go to council to ask for extra funding. Also, looking at expanding tee boxes #8 coming back off the back side of it to make it a little longer, #7 coming off the front of it or making a totally separate tee box maybe up close to cart path, #5 make it a little wider and flatten it and then a bunch of tee boxes just doing a bunch of flattening and leveling and bunker renovations.

Regular meeting adjourned at 7:18 PM.

1-05-2021 11:32 AM

CITY OF MITCHELL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2020

PAGE: 1

01-GENERAL  
FINANCIAL SUMMARY

|                                   | CURRENT<br>BUDGET | CURRENT<br>PERIOD | PRIOR YEAR<br>YTD ACTUAL | CURRENT<br>YTD ACTUAL | BUDGET<br>BALANCE | % YTD<br>BUDGET |
|-----------------------------------|-------------------|-------------------|--------------------------|-----------------------|-------------------|-----------------|
| <u>REVENUE SUMMARY</u>            |                   |                   |                          |                       |                   |                 |
| CHARGES-GOODS & SERVICES          | 121,500           | 16,145.00         | 139,583.15               | 127,594.88            | ( 6,094.88)       | 105.02          |
| TOTAL REVENUES                    | 121,500           | 16,145.00         | 139,583.15               | 127,594.88            | ( 6,094.88)       | 5.02-           |
| <u>EXPENDITURE SUMMARY</u>        |                   |                   |                          |                       |                   |                 |
| <u>CEMETERY</u>                   |                   |                   |                          |                       |                   |                 |
| SALARIES                          | 261,484           | 18,357.75         | 248,816.45               | 244,564.44            | 16,919.56         | 93.53           |
| CURRENT EXPENSES                  | 62,150            | 4,299.91          | 43,284.14                | 48,023.22             | 14,126.78         | 77.27           |
| CAPITAL OUTLAY                    | 91,000            | 15,416.41         | 83,761.28                | 62,774.74             | 28,225.26         | 68.98           |
| TOTAL CEMETERY                    | 414,634           | 38,074.07         | 375,861.87               | 355,362.40            | 59,271.60         | 14.29           |
| TOTAL EXPENDITURES                | 414,634           | 38,074.07         | 375,861.87               | 355,362.40            | 59,271.60         | 14.29           |
| REVENUE OVER/(UNDER) EXPENDITURES | ( 293,134)        | ( 21,929.07)      | ( 236,278.72)            | ( 227,767.52)         | ( 65,366.48)      | 22.30           |

1-05-2021 11:32 AM

CITY OF MITCHELL  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 31ST, 2020

PAGE: 2

01-GENERAL

| REVENUES                            | CURRENT BUDGET | CURRENT PERIOD | PRIOR YEAR YTD ACTUAL | CURRENT YTD ACTUAL | BUDGET BALANCE | % YTD BUDGET |
|-------------------------------------|----------------|----------------|-----------------------|--------------------|----------------|--------------|
| <b>CHARGES-GOODS &amp; SERVICES</b> |                |                |                       |                    |                |              |
| 01-348 CEMETERY PERMITS             | 4,000          | 3,870.00       | 2,910.00              | 9,450.00 (         | 5,450.00)      | 236.25       |
| 01-3481 CEMETERY OPENINGS           | 58,000         | 9,625.00       | 63,639.27             | 60,565.00 (        | 2,565.00)      | 104.42       |
| 01-3482 CEMETERY LOT SALES          | 30,000         | 2,400.00       | 40,925.00             | 30,775.00 (        | 775.00)        | 102.58       |
| 01-3483 CEMETERY SAT FUNERAL FEE    | 6,500          | 250.00         | 7,950.00              | 4,000.00           | 2,500.00       | 61.54        |
| 01-3484 CEMETERY MAINTENANCE FEES   | 18,000         | 0.00           | 17,358.88             | 22,804.88 (        | 4,804.88)      | 126.69       |
| 01-3485 COLUMBARIUM LOT SALES       | 5,000          | 0.00           | 6,800.00              | 0.00               | 5,000.00       | 0.00         |
| TOTAL CHARGES-GOODS & SERVICES      | 121,500        | 16,145.00      | 139,583.15            | 127,594.88 (       | 6,094.88)      | 5.02-        |
| <b>TOTAL REVENUE</b>                | 121,500        | 16,145.00      | 139,583.15            | 127,594.88 (       | 6,094.88)      | 5.02-        |

CITY OF MITCHELL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2020

01-GENERAL  
CEMETERY

| DEPARTMENTAL EXPENDITURES               | CURRENT BUDGET | CURRENT PERIOD | PRIOR YEAR YTD ACTUAL | CURRENT YTD ACTUAL | BUDGET BALANCE | % YTD BUDGET |
|---|----------------|----------------|-----------------------|--------------------|----------------|--------------|
| <b>SALARIES</b>                         |                |                |                       |                    |                |              |
| 01-43700-41100 SALARIES                 | 155,874        | 12,833.27      | 143,097.59            | 132,058.13         | 23,815.87      | 84.72        |
| 01-43700-41110 OVERTIME                 | 1,000          | 0.00           | 5,442.63              | 502.73             | 497.27         | 50.27        |
| 01-43700-41120 PART-TIME                | 25,000         | 203.59         | 27,727.90             | 26,575.25          | 1,575.25       | 106.30       |
| 01-43700-41200 SOCIAL SECURITY/MEDICARE | 13,990         | 984.40         | 12,585.69             | 11,681.57          | 2,308.43       | 83.50        |
| 01-43700-41300 RETIREMENT               | 9,412          | 770.01         | 8,809.04              | 7,934.47           | 1,477.53       | 84.30        |
| 01-43700-41500 GROUP INSURANCE          | 56,208         | 3,566.48       | 51,153.60             | 46,506.66          | 9,701.34       | 82.74        |
| 01-43700-41700 COMPENSATED ABSENCES     | 0              | 0.00           | 0.00                  | 19,305.63          | 19,305.63      | 0.00         |
| TOTAL SALARIES                          | 261,484        | 18,357.75      | 248,816.45            | 244,564.44         | 16,919.56      | 6.47         |
| <b>CURRENT EXPENSES</b>                 |                |                |                       |                    |                |              |
| 01-43700-42200 PROFESSIONAL FEES/SERVIC | 0              | 0.00           | 0.00                  | 0.00               | 0.00           | 0.00         |
| 01-43700-42500 REPAIR & MAINTENANCE     | 5,000          | 0.00           | 3,252.90              | 5,276.70           | 276.70         | 105.53       |
| 01-43700-42510 HEADSTONE REPAIR & MAINT | 10,000         | 125.00         | 0.00                  | 125.00             | 9,875.00       | 1.25         |
| 01-43700-42600 SUPPLIES & MATERIALS     | 19,500         | 2,119.04       | 15,876.29             | 18,047.76          | 1,452.24       | 92.55        |
| 01-43700-42602 CHEMICALS                | 8,000          | 0.00           | 10,037.80             | 6,054.70           | 1,945.30       | 75.68        |
| 01-43700-42603 WEED EATERS SUPPLIES     | 1,500          | 0.00           | 1,313.80              | 1,511.76           | 11.76          | 100.78       |
| 01-43700-42604 TREES, SOD & SEED        | 2,500          | 0.00           | 937.52                | 2,439.64           | 60.36          | 97.59        |
| 01-43700-42610 GAS & FUEL               | 8,000          | 1,000.00       | 7,842.44              | 6,912.01           | 1,087.99       | 86.40        |
| 01-43700-42650 UNIFORMS                 | 400            | 168.95         | 367.35                | 285.94             | 114.06         | 71.43        |
| 01-43700-42690 CHANGE IN INVENTORY      | 0              | 0.00           | 1,193.57              | 0.00               | 0.00           | 0.00         |
| 01-43700-42700 TRAVEL, CONF. & DOES     | 750            | 0.00           | 154.16                | 0.00               | 750.00         | 0.00         |
| 01-43700-42800 UTILITIES                | 4,500          | 415.19         | 3,976.72              | 2,986.27           | 1,513.73       | 66.36        |
| 01-43700-42830 UTILITIES-WATER/SEWER    | 1,000          | 71.73          | 718.73                | 948.44             | 51.56          | 94.84        |
| 01-43700-42999 REFUND OF FEES           | 1,000          | 400.00         | 0.00                  | 3,435.00           | 2,435.00       | 343.50       |
| TOTAL CURRENT EXPENSES                  | 62,150         | 4,299.91       | 43,284.14             | 48,023.22          | 14,126.78      | 22.73        |
| <b>CAPITAL OUTLAY</b>                   |                |                |                       |                    |                |              |
| 01-43700-43200 BUILDINGS                | 19,000         | 15,416.41      | 30,996.94             | 16,774.74          | 2,225.26       | 88.29        |
| 01-43700-43300 IMPROVEMENTS             | 71,000         | 0.00           | 2,244.57              | 46,000.00          | 25,000.00      | 64.79        |
| 01-43700-43400 MACHINERY & EQUIPMENT    | 1,000          | 0.00           | 50,519.77             | 0.00               | 1,000.00       | 0.00         |
| TOTAL CAPITAL OUTLAY                    | 91,000         | 15,416.41      | 83,761.28             | 62,774.74          | 28,225.26      | 31.02        |
| TOTAL CEMETERY                          | 414,634        | 38,074.07      | 375,861.87            | 355,362.40         | 59,271.60      | 14.29        |
| TOTAL EXPENDITURES                      | 414,634        | 38,074.07      | 375,861.87            | 355,362.40         | 59,271.60      | 14.29        |
| REVENUE OVER/(UNDER) EXPENDITURES       | ( 293,134)     | ( 21,929.07)   | ( 236,278.72)         | ( 227,767.52)      | ( 65,366.48)   | 22.30        |

\*\*WARNING\*\* 2,128 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

1-05-2021 11:32 AM

CITY OF MITCHELL  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 31ST, 2020

PAGE: 1

114-GOLF COURSE  
 FINANCIAL SUMMARY

|  | CURRENT<br>BUDGET | CURRENT<br>PERIOD | PRIOR YEAR<br>YTD ACTUAL | CURRENT<br>YTD ACTUAL | BUDGET<br>BALANCE | % YTD<br>BUDGET |         |
|--|-------------------|-------------------|--------------------------|-----------------------|-------------------|-----------------|---------|
| <u>REVENUE SUMMARY</u>   |                   |                   |                          |                       |                   |                 |         |
| INTERGOVERNMENTAL REV  | 0                 | 0.00              | 0.00                     | 0.00                  | 0.00              | 0.00            |         |
| CHARGES-GOODS & SERVICES   | 381,000           | 7,471.64          | 419,289.61               | 416,590.78 (          | 35,590.78)        | 109.34          |         |
| MISCELLANEOUS REVENUE  | 0                 | 4,500.00          | 4,552.73                 | 5,036.00 (            | 5,036.00)         | 0.00            |         |
| TOTAL REVENUES   | 381,000           | 11,971.64         | 423,842.34               | 421,626.78 (          | 40,626.78)        | 10.66-          |         |
| <u>EXPENDITURE SUMMARY</u>   |                   |                   |                          |                       |                   |                 |         |
| <u>GOLF COURSE</u>   |                   |                   |                          |                       |                   |                 |         |
| OTHER  | 0                 | 0.00              | 14,682.94                | 0.00                  | 0.00              | 0.00            |         |
| SALARIES   | 195,875           | 10,734.36         | 201,451.43               | 219,434.37 (          | 23,559.37)        | 112.03          |         |
| CURRENT EXPENSES   | 161,600           | 7,646.11          | 172,158.09               | 169,621.11 (          | 8,021.11)         | 104.96          |         |
| CAPITAL OUTLAY   | 10,500            | 0.00              | 35,849.32                | 6,445.00              | 4,055.00          | 61.38           |         |
| TOTAL GOLF COURSE  | 367,975           | 18,380.47         | 424,141.78               | 395,500.48 (          | 27,525.48)        | 7.48-           |         |
| TOTAL EXPENDITURES   | 367,975           | 18,380.47         | 424,141.78               | 395,500.48 (          | 27,525.48)        | 7.48-           |         |
| REVENUE OVER/(UNDER) EXPENDITURES                                    | 13,025 (          | 6,408.83)         | (                        | 299.44)               | 26,126.30 (       | 13,101.30)      | 100.59- |
| OTHER SOURCES  | 5,000             | 0.00              | 351.00                   | 545.00                | 4,455.00          | 10.90           |         |
| REVENUES & OTHER SOURCES OVER<br>(UNDER) EXPENDITURES & OTHER (USES) | 18,025 (          | 6,408.83)         | 51.56                    | 26,671.30 (           | 8,646.30)         | 0.00            |         |



1-05-2021 11:32 AM

CITY OF MITCHELL  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 31ST, 2020

PAGE: 2

14-GOLF COURSE

| EVENUES                                | CURRENT BUDGET | CURRENT PERIOD   | PRIOR YEAR YDT ACTUAL | CURRENT YTD ACTUAL  | BUDGET BALANCE    | % YTD BUDGET  |
|--|----------------|------------------|-----------------------|---------------------|-------------------|---------------|
| <b>INTERGOVERNMENTAL REV</b>           |                |                  |                       |                     |                   |               |
| 14-33930 FEMA DISAST ASST-CFDA #97.036 | 0              | 0.00             | 0.00                  | 0.00                | 0.00              | 0.00          |
| 14-33931 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          |
| <b>CHARGES-GOODS &amp; SERVICES</b>    |                |                  |                       |                     |                   |               |
| 14-3461 MEMBERSHIP FEES                | 120,000        | 4,486.02         | 142,671.81            | 134,800.22 (        | 14,800.22)        | 112.33        |
| 14-3462 RANGE MEMBERSHIP               | 12,000         | 0.00             | 13,472.11             | 13,613.95 (         | 1,613.95)         | 113.45        |
| 14-34620 RANGE BALLS                   | 13,500         | 65.14            | 14,441.55             | 14,212.91 (         | 712.91)           | 105.28        |
| 14-34622 ADULT GREEN FEES              | 80,000         | 102.33           | 82,364.34             | 89,371.18 (         | 9,371.18)         | 111.71        |
| 14-34623 ADULT 9/18 SPLIT              | 0              | 0.00             | 0.00                  | 0.00                | 0.00              | 0.00          |
| 14-34626 PUNCH CARDS                   | 18,000         | 12.68            | 16,985.58             | 19,278.97 (         | 1,278.97)         | 107.11        |
| 14-3463 ELECTRIC CART & STORAGE FEE    | 16,000         | 2,725.98         | 17,276.09             | 18,513.49 (         | 2,513.49)         | 115.71        |
| 14-34630 1.5% TOURISM TAX-RANGE BALLS  | 200            | 0.98             | 216.68                | 213.28 (            | 13.28)            | 106.64        |
| 14-34631 CART RENTAL                   | 83,000         | 64.79            | 87,209.40             | 91,472.24 (         | 8,472.24)         | 110.21        |
| 14-34632 LAWN BOWLING MAINTENANCE      | 0              | 0.00             | 0.00                  | 0.00                | 0.00              | 0.00          |
| 14-3464 ANNUAL TRAIL FEES              | 16,000         | 13.72            | 17,850.69             | 17,502.35 (         | 1,502.35)         | 109.39        |
| 14-34641 LOCKER FEE                    | 800            | 0.00             | 1,050.00              | 871.39 (            | 71.39)            | 108.92        |
| 14-3465 TOURNAMENT SPONSOR FEE         | 16,000         | 0.00             | 19,969.03             | 11,545.07           | 4,454.93          | 72.16         |
| 14-3466 MISC/GAS/PROG/CLUBHOUSE        | 2,500          | 0.00             | 2,358.26              | 1,249.39            | 1,250.61          | 49.98         |
| 14-3467 ADVERTISING REVENUE (NO TAX)   | 3,000          | 0.00             | 3,424.07              | 3,946.34 (          | 946.34)           | 131.54        |
| 14-3469 INTEREST EARNED                | 0              | 0.00             | 0.00                  | 0.00                | 0.00              | 0.00          |
| TOTAL CHARGES-GOODS & SERVICES         | 381,000        | 7,471.64         | 419,289.61            | 416,590.78 (        | 35,590.78)        | 97.34         |
| <b>MISCELLANEOUS REVENUE</b>           |                |                  |                       |                     |                   |               |
| 14-367 CONTRIBUTION FR PRIVATE SOURCE  | 0              | 0.00             | 0.00                  | 0.00                | 0.00              | 0.00          |
| 14-3671 CONTR FR PRIVATE SOURCE LAWN B | 0              | 0.00             | 0.00                  | 0.00                | 0.00              | 0.00          |
| 14-3672 CITY CONTRIBUTION              | 0              | 4,500.00         | 4,500.00              | 4,500.00 (          | 4,500.00)         | 0.00          |
| 14-369 REFUNDS AND REIMBURSEMENTS      | 0              | 0.00             | 52.73                 | 536.00 (            | 536.00)           | 0.00          |
| TOTAL MISCELLANEOUS REVENUE            | 0              | 4,500.00         | 4,552.73              | 5,036.00 (          | 5,036.00)         | 0.00          |
| <b>TOTAL REVENUE</b>                   | <b>381,000</b> | <b>11,971.64</b> | <b>423,842.34</b>     | <b>421,626.78 (</b> | <b>40,626.78)</b> | <b>10.66-</b> |

CITY OF MITCHELL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2020

14-GOLF COURSE  
GOLF COURSE

| DEPARTMENTAL EXPENDITURES               | CURRENT BUDGET | CURRENT PERIOD | PRIOR YEAR YTD ACTUAL | CURRENT YTD ACTUAL | BUDGET BALANCE | % YTD BUDGET |
|---|----------------|----------------|-----------------------|--------------------|----------------|--------------|
| OTHER                                   |                |                |                       |                    |                |              |
| 14-45250-21610 ACCRUED LEAVE EXPENSE    | 0              | 0.00           | 237.76                | 0.00               | 0.00           | 0.00         |
| 14-45250-21620 PENSION EXPENSE          | 0              | 0.00           | 13,246.18             | 0.00               | 0.00           | 0.00         |
| 14-45250-21630 OPEB EXPENSE             | 0              | 0.00           | 1,199.00              | 0.00               | 0.00           | 0.00         |
| 14-45250-21670 DEPRECIATION EXPENSE     | 0              | 0.00           | 0.00                  | 0.00               | 0.00           | 0.00         |
| TOTAL OTHER                             | 0              | 0.00           | 14,682.94             | 0.00               | 0.00           | 0.00         |
| SALARIES                                |                |                |                       |                    |                |              |
| 14-45250-41100 SALARIES                 | 110,112        | 6,859.76       | 95,633.73             | 89,726.86          | 20,385.14      | 81.49        |
| 14-45250-41110 OVERTIME                 | 500            | 0.00           | 0.00                  | 2,960.48           | (2,460.48)     | 592.10       |
| 14-45250-41120 PART-TIME                | 48,000         | 371.61         | 53,649.13             | 57,271.56          | (9,271.56)     | 119.32       |
| 14-45250-41200 SOCIAL SECURITY/MEDICARE | 12,134         | 549.39         | 11,016.24             | 11,051.11          | (1,082.89)     | 91.08        |
| 14-45250-41300 RETIREMENT               | 6,637          | 411.60         | 5,737.87              | 5,561.24           | 1,075.76       | 83.79        |
| 14-45250-41500 GROUP INSURANCE          | 18,492         | 2,542.00       | 20,370.82             | 33,557.50          | (15,065.50)    | 181.47       |
| 14-45250-41700 COMPENSATED ABSENCES     | 0              | 0.00           | 15,043.64             | 19,305.62          | (19,305.62)    | 0.00         |
| TOTAL SALARIES                          | 195,875        | 10,734.36      | 201,451.43            | 219,434.37         | (23,559.37)    | 12.03        |
| CURRENT EXPENSES                        |                |                |                       |                    |                |              |
| 14-45250-42100 INSURANCE                | 10,000         | 0.00           | 9,234.97              | 9,072.71           | 927.29         | 90.73        |
| 14-45250-42200 GOLF PRO CONTRACT        | 66,000         | 4,970.61       | 69,792.69             | 68,135.82          | (2,135.82)     | 103.24       |
| 14-45250-42250 PROFESSIONAL SERVICES    | 0              | 0.00           | 0.00                  | 0.00               | 0.00           | 0.00         |
| 14-45250-42300 PUBLISHING               | 2,000          | 572.00         | 2,107.50              | 1,992.00           | 8.00           | 99.60        |
| 14-45250-42500 REPAIR & MAINTENANCE     | 7,000          | 0.00           | 20,072.77             | 12,442.18          | (5,442.18)     | 177.75       |
| 14-45250-42600 SUPPLIES & MATERIALS     | 21,000         | 446.12         | 20,738.72             | 20,345.35          | 654.65         | 96.88        |
| 14-45250-42601 SUPPLIES-LAWN BOWLING    | 0              | 0.00           | 0.00                  | 0.00               | 0.00           | 0.00         |
| 14-45250-42602 CHEMICALS                | 20,000         | 0.00           | 19,866.81             | 20,217.61          | (217.61)       | 101.09       |
| 14-45250-42603 SAND/GOLF COURSE         | 5,000          | 0.00           | 3,773.13              | 4,679.65           | 320.35         | 93.59        |
| 14-45250-42604 TREES & SOD              | 2,500          | 0.00           | 1,102.50              | 2,579.75           | (79.75)        | 103.19       |
| 14-45250-42610 GAS & FUEL               | 10,000         | 0.00           | 11,551.22             | 9,013.18           | 986.82         | 90.13        |
| 14-45250-42650 UNIFORMS                 | 400            | 0.00           | 141.87                | 249.95             | 150.05         | 62.49        |
| 14-45250-42690 CHANGE IN INVENTORY      | 0              | 0.00           | (2,096.81)            | 0.00               | 0.00           | 0.00         |
| 14-45250-42700 TRAVEL, CONF. & DUES     | 500            | 96.00          | 50.00                 | 696.00             | (196.00)       | 139.20       |
| 14-45250-42800 UTILITIES                | 14,000         | 1,221.90       | 11,417.12             | 14,583.08          | (583.08)       | 104.16       |
| 14-45250-42830 UTILITIES-WATER/SEWER    | 1,500          | 339.48         | 1,050.75              | 1,252.83           | 247.17         | 83.52        |
| 14-45250-42920 COMPUTER SOFTWARE        | 1,500          | 0.00           | 2,885.95              | 3,135.25           | (1,635.25)     | 209.02       |
| 14-45250-42931 SALES TAX                | 200            | 0.00           | 216.92                | 211.37             | 45.55          | 105.69       |
| 14-45250-42940 LIABILITY CLAIM          | 0              | 0.00           | 0.00                  | 0.00               | 0.00           | 0.00         |
| 14-45250-42999 REFUNDS                  | 0              | 0.00           | 251.98                | 1,014.38           | (1,014.38)     | 0.00         |
| TOTAL CURRENT EXPENSES                  | 161,600        | 7,646.11       | 172,158.09            | 165,621.11         | (8,021.11)     | 4.96         |

PACKET: 05649 DEC 2020 CLAIMS 01.04.21 MPG

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    |
|--------------------------|-------------------------|-------------------|------------------|--|--------|-----------|
| 01-00356                 | QUALIFIED PRESORT       |                   |                  |  |        |           |
|                          |                         | I-2279-10844      | 101-43700-42600  | SUPPLIES & MA POSTAGE                  | 186122 | 1.10      |
| 01-00424                 | RUNNINGS SUPPLY INC     |                   |                  |  |        |           |
|                          |                         | I-1118039         | 101-43700-42650  | UNIFORMS SWEATSHIRTS                   | 186125 | 133.95    |
| 01-00712                 | NAPA AUTO PARTS         |                   |                  |  |        |           |
|                          |                         | I-738980          | 101-43700-42600  | SUPPLIES & MA OIL FILTER               | 186110 | 7.29      |
| 01-01325                 | MEYERS OIL CO           |                   |                  |  |        |           |
|                          |                         | I-13903           | 101-43700-42610  | GAS & FUEL DIESEL FUEL #1 & #2         | 186103 | 1,000.00  |
| 01-01741                 | ROYCE & SHARON TITZE    |                   |                  |  |        |           |
|                          |                         | I-12232020        | 101-43700-42999  | REFUND OF FEE REFUND BURIAL SPACE      | 186141 | 400.00    |
| 01-01830                 | NORTHWESTERN ENERGY & C |                   |                  |  |        |           |
|                          |                         | I-2581639-8-12/20 | 101-43700-42800  | UTILITIES 700 W 23RD AVE               | 186112 | 201.24    |
|                          |                         | I-2581641-4-12/20 | 101-43700-42800  | UTILITIES W 23RD                       | 186112 | 12.11     |
| 01-02790                 | SUN GOLD SPORTS         |                   |                  |  |        |           |
|                          |                         | I-7639            | 101-43700-42650  | UNIFORMS EMBROIDERY                    | 186134 | 35.00     |
| 01-08829                 | TITAN MACHINERY-SIOUX F |                   |                  |  |        |           |
|                          |                         | I-14974004        | 101-43700-42600  | SUPPLIES & MA TOOTH, TIGER CNE FLEXPIN | 186139 | 235.80    |
| 01-10271                 | QUALITY STORAGE BUILDIN |                   |                  |  |        |           |
|                          |                         | I-4793            | 101-43700-43200  | BUILDINGS GARAGE                       | 186124 | 10,538.00 |
| DEPARTMENT 3700 CEMETERY |                         |                   |                  |  | TOTAL: | 12,564.49 |

PACKET: 05637 12-21-2020 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   |
|--------------------------|-------------------------|---------------------|------------------|---|--------|----------|
| 01-00356                 | QUALIFIED PRESORT       |                     |                  |   |        |          |
|                          |                         | I-2279-10414        | 101-43700-42600  | SUPPLIES & MA MAILING SERVICE               | 185971 | 2.75     |
| 01-00424                 | RUNNINGS SUPPLY INC     |                     |                  |   |        |          |
|                          |                         | I-1111549           | 101-43700-42600  | SUPPLIES & MA BOLTS, NUTS, WASHERS          | 185973 | 10.62    |
|                          |                         | I-1112190           | 101-43700-42600  | SUPPLIES & MA TAPE MEASURE                  | 185973 | 24.99    |
| 01-00436                 | FARMERS ALLIANCE        |                     |                  |   |        |          |
|                          |                         | I-IV9319            | 101-43700-42600  | SUPPLIES & MA TUBES                         | 185886 | 16.36    |
| 01-00445                 | CITY OF MITCHELL        |                     |                  |   |        |          |
|                          |                         | I-04-000400-00-12/2 | 101-43700-42830  | UTILITIES-WAT 600 23RD AVE W-CEM SHOP       | 185862 | 71.73    |
| 01-00712                 | NAPA AUTO PARTS         |                     |                  |   |        |          |
|                          |                         | I-738312            | 101-43700-42600  | SUPPLIES & MA HOSE, FITTINGS, TAPE          | 185945 | 42.81    |
| 01-00850                 | GRAHAM TIRE CO          |                     |                  |   |        |          |
|                          |                         | I-404148902         | 101-43700-42600  | SUPPLIES & MA TIRES, TUBE                   | 185893 | 765.37   |
| 01-02809                 | SHAFER MEMORIALS        |                     |                  |   |        |          |
|                          |                         | I-3362              | 101-43700-42510  | HEADSTONE REP REPLACE BROKEN VASE           | 185984 | 125.00   |
| 01-09703                 | AMAZON CAPITAL SERVICES |                     |                  |   |        |          |
|                          |                         | I-1NG6-6DFC-D6HK    | 101-43700-42600  | SUPPLIES & MA TYPEWRITER RIBBON, COMPATIBLE | 185838 | 21.50    |
| DEPARTMENT 3700 CEMETERY |                         |                     |                  |   | TOTAL: | 1,081.13 |

PACKET: 05649 DEC 2020 CLAIMS 01.04.21 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-2279-10844      | 614-45250-42600  | SUPPLIES & MA POSTAGE               | 186122                      | 3.85          |
| 01-01830 | NORTHWESTERN ENERGY & C |                   |                  |                                     |                             |               |
|          |                         | I-2581639-8-12/20 | 614-45250-42800  | UTILITIES 700 W 23RD AVE            | 186112                      | 201.25        |
|          |                         | I-2581875-8-12/20 | 614-45250-42800  | UTILITIES GOLF CLUB HOUSE           | 186112                      | 199.75        |
|          |                         | I-2581876-6-12-20 | 614-45250-42800  | UTILITIES GOLF CART SHED            | 186112                      | 14.23         |
|          |                         | I-2939180-2-12/20 | 614-45250-42800  | UTILITIES 825 INDIAN VILLAGE RD     | 186112                      | 15.00         |
| 01-02650 | STAN HOUSTON EQUIP CO I |                   |                  |                                     |                             |               |
|          |                         | I-01 975490       | 614-45250-42600  | SUPPLIES & MA FLOOD LIGHT, BLOWER   | 186130                      | 149.98        |
| 01-08892 | ERIC HIEB               |                   |                  |                                     |                             |               |
|          |                         | I-2020-A CLAIM    | 614-45250-42200  | GOLF PRO CONT CART RENTAL DEC CLAIM | 186080                      | 12.99         |
|          |                         | I-2020-CLAIM      | 614-45250-42200  | GOLF PRO CONT C/C FEES DEC CLAIM    | 186080                      | 85.50         |
| 01-10270 | JASON GUNNARE           |                   |                  |                                     |                             |               |
|          |                         | I-12222020        | 614-45250-42700  | TRAVEL, CONF. TRAVEL TO S.CITY IOWA | 186076                      | 96.00         |
|          |                         |                   |                  |                                     | DEPARTMENT 5250 GOLF COURSE | TOTAL: 778.55 |
|          |                         |                   |                  |                                     | FUND 614 GOLF COURSE        | TOTAL: 778.55 |

PACKET: 05637 12-21-2020 MEETING

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-1115627            | 614-45250-42600  | SUPPLIES & MA COUPLER SET, FUSES, RUBBER TIP | 185973                      | 27.96  |        |
| 01-00445 | CITY OF MITCHELL        | I-04-000800-00-12/02 | 614-45250-42830  | UTILITIES-WAT 3300 OHLMAN ST N-GOLF          | 185862                      | 339.48 |        |
| 01-02811 | JONES SUPPLIES          | I-127854             | 614-45250-42600  | SUPPLIES & MA 8' ROLL TOWELS                 | 185913                      | 31.79  |        |
| 01-02880 | THUNE TRUE VALUE HARDWA | C-A459234            | 614-45250-42600  | SUPPLIES & MA BALL VALVE                     | 186003                      | 24.99- |        |
|          |                         | I-A454683            | 614-45250-42600  | SUPPLIES & MA ANTIFREEZE                     | 186003                      | 20.94  |        |
|          |                         | I-A459894            | 614-45250-42600  | SUPPLIES & MA ANTIFREEZE                     | 186003                      | 10.47  |        |
|          |                         | I-B225375            | 614-45250-42600  | SUPPLIES & MA COUPLING, BALL VALVE           | 186003                      | 37.56  |        |
|          |                         | I-B225685            | 614-45250-42600  | SUPPLIES & MA PASTE, ADAPTER, COUPLING, VALV | 186003                      | 22.92  |        |
|          |                         |                      |                  |  | DEPARTMENT 5250 GOLF COURSE | TOTAL: | 466.13 |
|          |                         |                      |                  |  | FUND 614 GOLF COURSE        | TOTAL: | 466.13 |

## December Lakeview Golf Course Clubhouse Report

Finished up the Christmas Golf Sale I have every year downtown in December. Sold a few more memberships/payments towards peoples memberships for 2021 golf season. Also, sold some golfing gift certificates for the 2021 golf season for golf, cart, range, punch cards.

I will be re-cleaning the clubhouse here as I start to move my inventory back out to the clubhouse before spring.

I am in the process of getting a tentative 2021 Tournament/Event Calendar ready for the February Meeting.

Eric Hieb

## 2020 Rounds Played & Membership Numbers

### Rounds

October-November 2019 Rounds Played = 788  
October-November 2020 Rounds Played = 1,515  
Total Rounds Played 2019 = 18,900  
Total Rounds Played 2020 = 20,731

### Membership

#### 2018 Numbers

Single: 148

H/W: 80

College: 10

Student: 39

Family: 149

Total: 426

#### 2019 Numbers

Single: 142

H/W: 86

College: 9

Student: 47

Family: 198

Total: 485

#### 2020 Numbers

Single: 123

**New Members: 28**

#### Punch cards:

- 65 without Cart
- 65 with Cart

#### City of Mitchell Fun Pass

Anita Aaker - Couples  
Rube Adam - Single  
Kevin Adams - Family  
Charlie Bates - Family  
Jason Bates - Family  
Tim Bottum - Family  
Dave Brooks - Single  
Matt Buschbach - Family  
Kyle Claussen - Family  
Lyle Cole - Couples  
Tom Day - Single  
Bruce Dejong - Family  
Terry Feterl - Family  
Chris Foster - Family  
Jeral Gross - Family

Josh Gebel - Family  
Shawn Haley - Family  
Terry Hansen - Single  
Wayne Henglefeld - Family  
Austin Havlik - Family  
Scott Houwman - Family  
Chris Johnston - Family  
Cody Konrad - Family  
Tim Konrad - Single  
Cody Larson - Family  
Josh Lawson - Family  
Sheena Loudner - Family  
John Lyle - Family  
Bill Lurken - Couples  
Taylor Moore - Couples

Jeremy Morrison - Family  
Josh Paulson - Couples  
Ryan Patzer - Family  
Chad Pischel - Family  
Kyle Peschong - Family  
Leroy Polreis - Single  
Jodi Reimnitz - Family  
Barry Reuwsaat - Single  
Jose Rincones - Couples  
Hilary Rockwell - Family  
RJ Rylance - Family  
Blake Sabers - Family  
Mike Schelske - Couples  
Jesse Schlimgen - Family  
Seth Severtson - Family



Adam Smith - Couples  
Dan Sudrta – Single  
Judy Titze – Single  
Ryan Tupper – Family  
Todd VanWalleghen – Family  
Brandon Wegehaupt – Couples  
Cory Wegehaupt – Couples  
Nick Young – Single  
Tom Young – Single

## **Superintendent's report**

The new storage building arrived this week. We will be building shelving, a bench and hangers for our glass doors off of equipment for summer storage. We will also be placing a couple golf carts in it for winter storage to make shuffling equipment easier. We ended up cutting down the locust tree behind it because it had signs of rot. After cutting it down our thoughts were confirmed. It was very surprising it did not come down on its own. Tree removal and trimming will continue whenever we can. We ended the year in the cemetery fairly slow compared with a month ago. I think it may be a busy summer of cremation burials because of people waiting for services. We have been in contact with a contractor for the infant section restoration. He is going to be stopping out to look at the project next week. We are getting together pricing and plans for mapping of cemetery, and cemetery expansion.

Only a few snow events has saved on time and labor for the end of 2020. Equipment maintenance has been underway as time permits. One seasonal started on the 5<sup>th</sup> to help with going through equipment. We will be outsourcing the grinding of reels this winter. With being short staffed this will alleviate some of the work that needs to be done. It will cost \$5,000 to \$6,000 to have someone else do them. We will be rebuilding at least one set of greens reels. I have not decided what I want to do with another set. I went to whispering creek golf course on the 29<sup>th</sup> to look at a mower they are selling. I am waiting to see what happens on that mower so I know what I have to work with for the fairway mower.

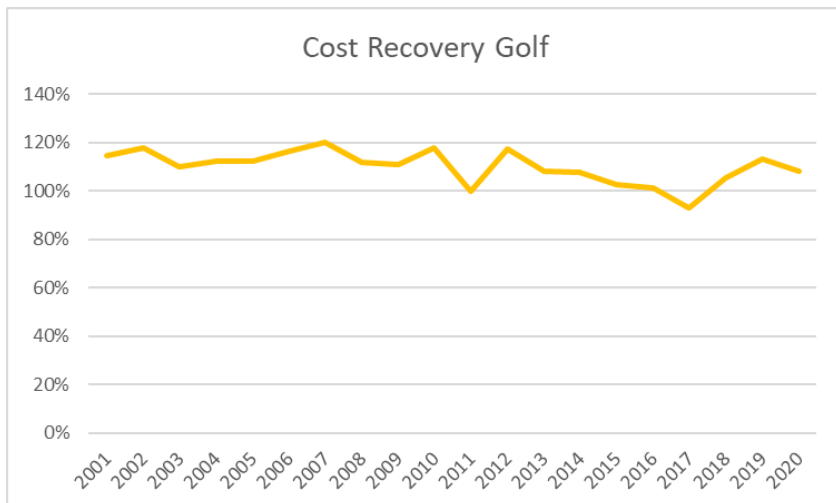
I have been in contact with contractors, architects, and other golf courses that have done renovations in the last ten years. I will have a couple of options available at the next board meeting to decide on. Because of the snow the design work will not get started until spring. The two greens will be the main focus, but bunkers, tees, and other projects will also be considered as well. I have been taking considerable amount of time planning projects, evaluating equipment needs, and getting ready for next season. With the ongoing questions about next year we need to be able to adjust how and when we do things. I have appreciated all the support that this department has received, and can't wait to take on 2021 to continue to grow the game of golf.

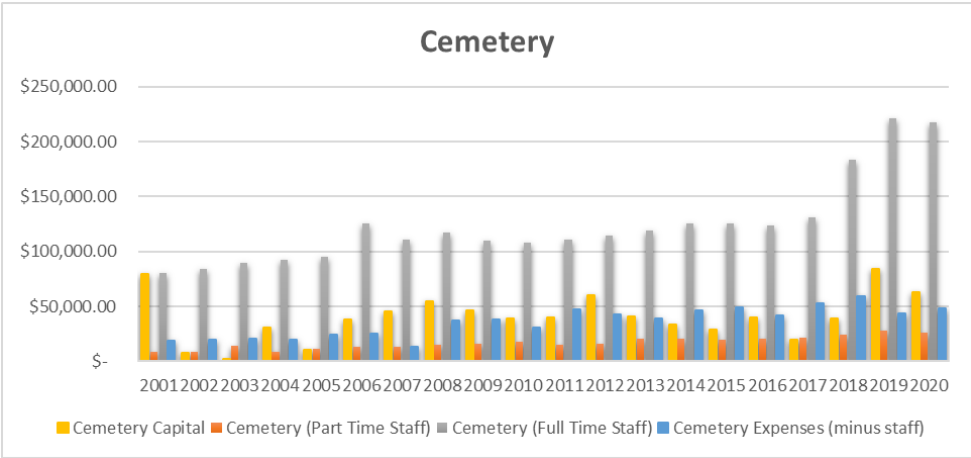
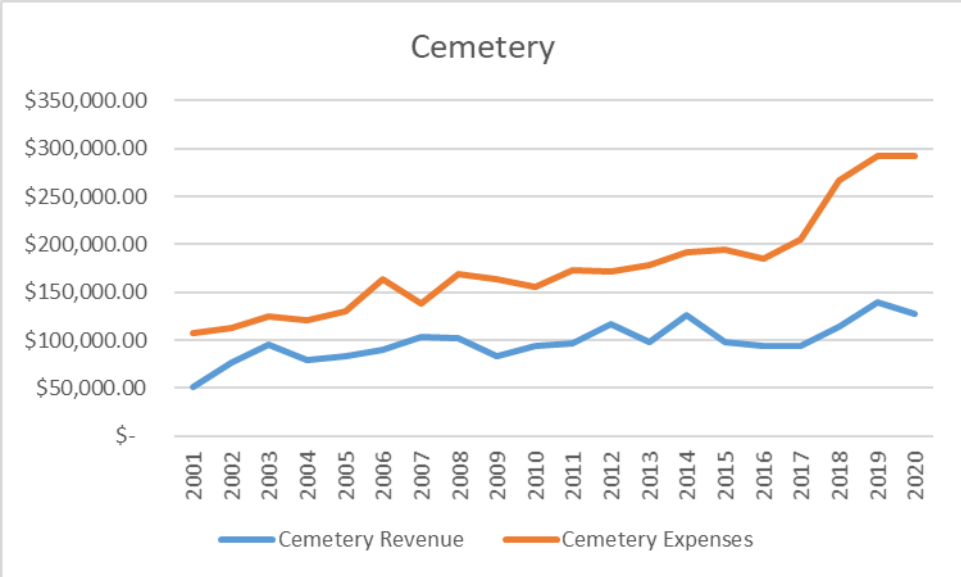
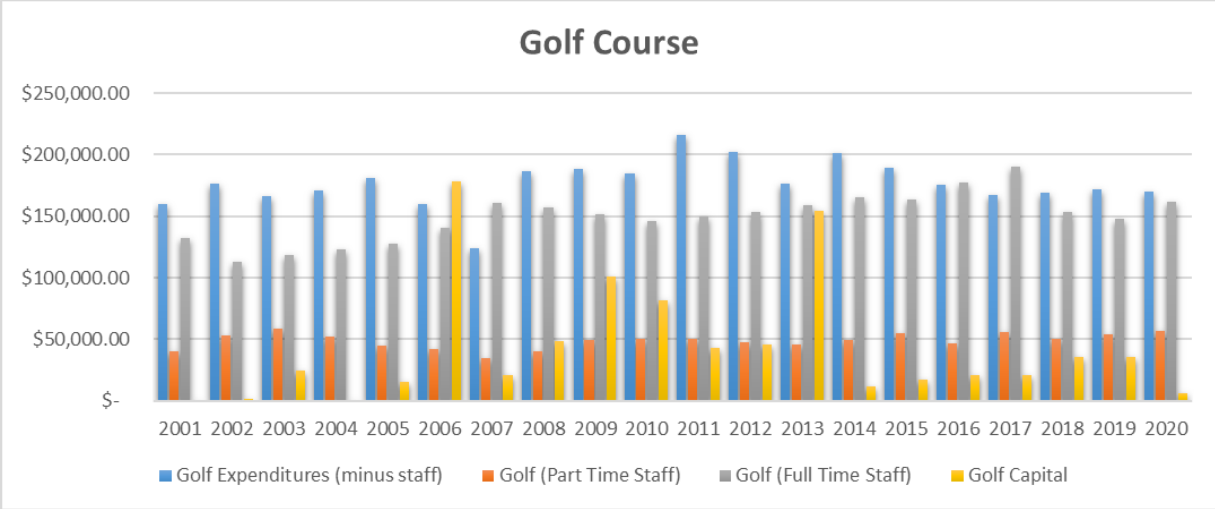
Jason Gunnare Superintendent

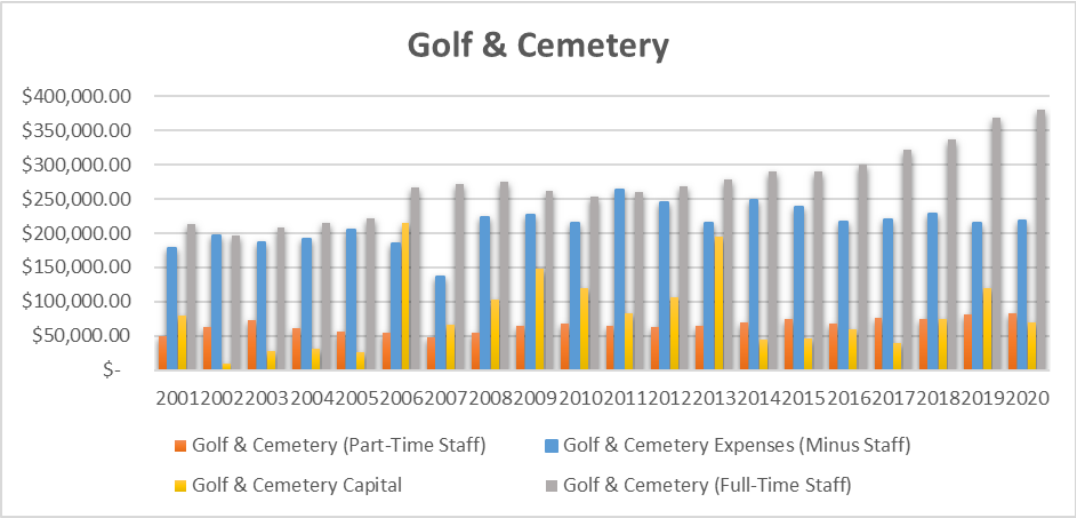
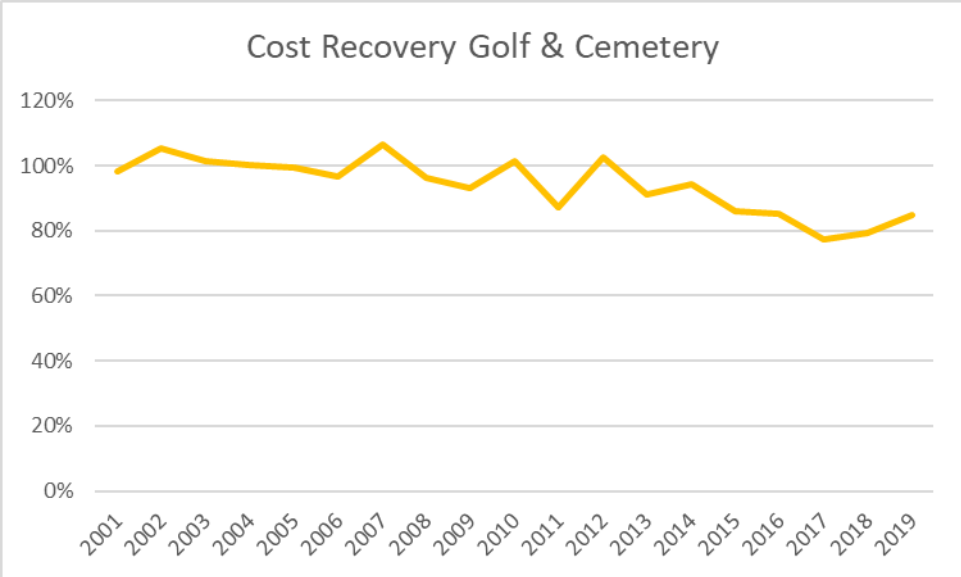
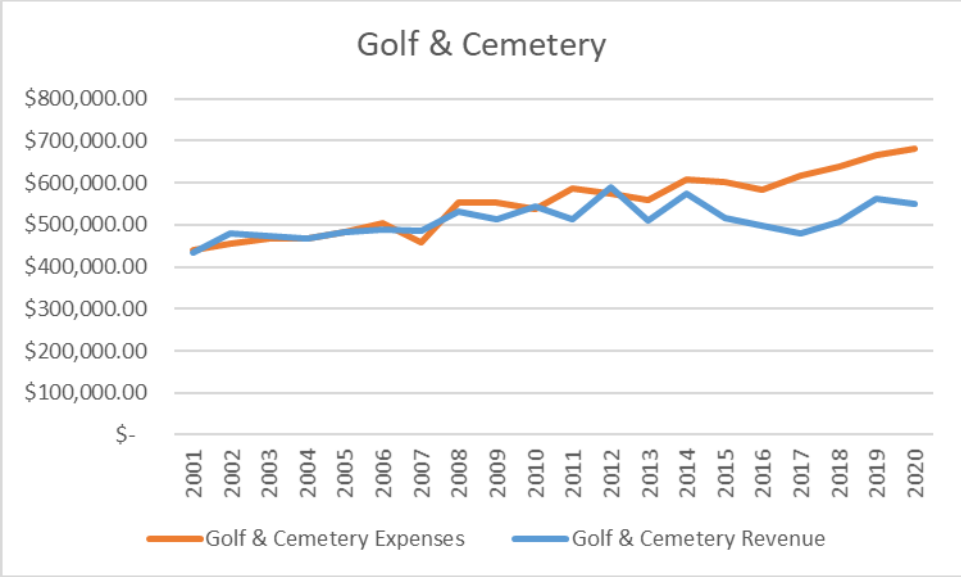
Golf / Cemetery Department

## 2021 Fee Change Justification

| Golf  | 2017   | 2018   | 2019   | 2020   | 2021   | 2021 Actual |
|---|--------|--------|--------|--------|--------|-------------|
| 9-Hole  | \$ 16  | \$ 18  | \$ 18  | \$ 18  | \$ 20  | \$ 18.78    |
| 18-Hole   | \$ 26  | \$ 28  | \$ 28  | \$ 28  | \$ 30  | \$ 28.17    |
| Youth 9 Hole  | \$ 10  | \$ 10  | \$ 10  | \$ 10  | \$ 12  | \$ 11.27    |
| Youth 18 Hole   | \$ 16  | \$ 16  | \$ 16  | \$ 16  | \$ 18  | \$ 16.90    |
| 9 Cart  | \$ 9   | \$ 9   | \$ 9   | \$ 9   | \$ 12  | \$ 11.27    |
| 18 Cart   | \$ 15  | \$ 15  | \$ 15  | \$ 15  | \$ 18  | \$ 16.90    |
| Small Range Bucket  | \$ 3   | \$ 3   | \$ 3   | \$ 3   | \$ 4   | \$ 3.76     |
| Large Range Bucket  | \$ 5   | \$ 5   | \$ 5   | \$ 5   | \$ 6   | \$ 5.63     |
| 10 Buckets  | \$ 25  | \$ 30  | \$ 30  | \$ 45  | \$ 54  | \$ 50.70    |
| 25 Buckets  | \$ 65  | \$ 75  | \$ 75  | \$ 85  | \$ 100 | \$ 93.90    |
| <b>Punch Cards</b>  |        |        |        |        |        |             |
| 12- 9 Hole Punch Card   | \$ 150 | \$ 170 | \$ 170 | \$ 175 | \$ 200 | \$ 187.79   |
| With Cart   | \$ 230 | \$ 260 | \$ 260 | \$ 270 | \$ 320 | \$ 300.47   |
| Twilight  | \$ 26  | \$ 28  | \$ 28  | \$ 28  | \$ 30  | \$ 28.17    |
| <b>2020 Tournament Fees</b>   |        |        |        |        |        |             |
| Tournament Entry (Per Player)   |        |        |        | \$ 10  | \$ 15  | \$ 14.08    |
| 18 Hole Small or Corporate Business Outings (20-70 People) Per Person |        |        |        | \$ 31  | \$ 33  | \$ 30.99    |
| 9 Hole Small or Corporate Business Outings (20-70 People) Per Person  |        |        |        | \$ 19  | \$ 21  | \$ 19.72    |
| <b>Cemetery Rates</b>   |        |        |        |        |        |             |
| Granite Ledger, Crypt & Mausoleum Setting                             |        |        |        |        | \$ 250 |             |







Jason,

We currently offer (2) models in our Drive2 series – AFI & FL-QT. I will attach some product info and the brochure. Also the brochure on the UMAX Series as well.

- Base Price with no options on the AFI \$4500 – Base colors
- Base Price with no options on the FL-QT - \$4975 – Base colors

Billie Mac

GM / VP of Sales

YGU

Burnsville, MN 55337

Direct # 952-324-5754

Cell # 651-788-2877

Jason,

I forgot to give you an idea of the value of your current fleet. I have not seen your cars for about a season. They are Fleet EFI – 2013 Drive series – value right now \$2400- \$2550 per car.

Billie Mac

GM / VP of Sales

YGU

Burnsville, MN 55337

Direct # 952-324-5754

Cell # 651-788-2877