

Golf/Cemetery Board Agenda

Council Chambers, 612 N Main

Monday, March 14, 2022 5:45 PM

**1. CALL TO ORDER**

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

**3. DELEGATIONS**

**4. APPROVAL OF MINUTES**

Documents:

[2-8-2022 GOLF CEMETERY BOARD MINUTES.PDF](#)

**5. Approval Of Financials**

Documents:

[GOLF- CEMETERY BILLS 2.22.22.PDF](#)  
[CEMETERY REVENUE-EXPENSE REPORT - 7478.PDF](#)  
[GOLF COURSE FEBRUARY 2022 REVENUE EXPENSE.PDF](#)

**6. Superintendent Report**

Documents:

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

**7. Approval Of Pump Repair**

Documents:

[QUOTE PUMP REPAIR.PDF](#)

**8. Discussion On Equipment**

Documents:

[EQUIPMENT LONG RANGE.PDF](#)  
[LAKEVIEW QUOTE - 2022 LARGE PACKAGE 1750.PDF](#)  
[LAKEVIEW QUOTE - 2022 LARGE PACKAGE 5800.PDF](#)

**9. Discussion Of Projects**

**10. NEXT MEETING DATE**

**11. ADJOURNMENT**



Golf/Cemetery Board Agenda  
Council Chambers, 612 N Main  
Tuesday, February 8, 2022 5:46 PM

CALL TO ORDER

Present: Jeff McEntee, Brian Johnson, Joe Schlimgen, Lynnette Shattuck

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

2/8/2022 - Minutes

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

**2. DELEGATIONS**

**3. APPROVAL OF MINUTES**

*Motion to approve the Minutes of the December 13, 2021 regular meeting with the amendment that Johnson motioned to approve the Bills as submitted. Motion Shattuck, Second Johnson to approve the Amended Minutes of the December 13, 2021 meeting. Motion carried.*

**4. Approval Of Bills**

*Motion Johnson, Second Schlimgen to approve the Bills as submitted. Motion approved and carried.*

**5. OLD BUSINESS**

**6. NEW BUSINESS**

A. Clubhouse Report

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

B. Superintendent Report

**Cemetery**

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

- Garden contracts have gone out.
- **PLEASE HELP US KEEP COST LOW! KEEP YOUR GARDEN PLOT(S) CLEAN!**

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

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

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

### **Golf**

- The contract for golf course trees is satisfied.
  1. We will have him do some more odds and ends going forward
  2. 2-3 days of bucket truck work doing hangers and clean up on things out of our reach.
- The pond clean up on 11 is in progress.
- Looking into possibility of purchasing a box scrapper with laser leveling capabilities.
  1. This would allow us to level new and existing tees to a more precise grade.
  2. On old tees remove sod and level, or take out crown.
- If we bring in a contractor it would have to be in June or October.
  1. This would have things grassed in for our big tournaments.
  2. If we wait until October we will start right after the State AA.
    - Possible projects
      - #9, #18 greens.
      - Prepare for bigger projects.
      - Bunkers
- Aerification Schedule
  1. May have to move date to accommodate tournaments.
  2. Looking into alternative method that will decrease healing time.
- Purchased a rotary brush for working in sand. \$800 Pictured above
- Getting seasonal employees locked up.
- Working on equipment.
  1. Pay loader is at street shop
  2. Workman's are almost done.
  3. Getting into mowers.
- Looking into new engine for blower. \$3,000
- Dakota Pump started working on pumps.

*Motion Johnson, Second Shattuck to approve setting a \$15.00 Service Fee for items not removed from the Community Gardens by October 15th. Motion approved and carried.*

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

*Motion Schlimgen, Second Shattuck to enter into Executive Session According to SDCL 1-25-2 (1) Personnel at 6:35 PM. Motion approved and carried.*

**8. NEXT MEETING DATE**

*March 14, 2022 at 5:45 PM*

**9. ADJOURNMENT**

*There being no further business the board adjourned at 7:15 PM*

DRAFT

PACKET: 06069 2/22/2022 MTG

VENDOR SET: 01

FUND : 101 GENERAL

DEPARTMENT: 3700 CEMETERY

BANK: APBNK

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-00424	RUNNINGS SUPPLY INC					
		I-1345221	101-43700-42650	UNIFORMS TEE	191592	10.00
		I-1345223	101-43700-42650	UNIFORMS TEE	191592	5.00
		I-1345236	101-43700-42650	UNIFORMS TEE PERF COOLING	191592	5.00
01-00428	CARQUEST AUTO PARTS INC					
		I-422099	101-43700-42600	SUPPLIES & MA FUEL COBLU	191492	19.24
01-00436	FARMERS ALLIANCE					
		I-367039	101-43700-42610	GAS & FUEL LP GAS HEAT - CEMETERY	191521	111.64
		I-367058	101-43700-42610	GAS & FUEL LP GAS HEAT - CEMETERY	191521	227.85
		I-367113	101-43700-42610	GAS & FUEL LP GAS HEAT	191521	273.24
01-01355	MIDWEST TURF & IRRIGATI					
		I-3884789-00	101-43700-42600	SUPPLIES & MA BALL BEARING, PULLY-IDLERS	191559	54.25
01-01518	VERIZON WIRELESS					
		I-9898386159	101-43700-42800	UTILITIES ACCT #886931646-00001	191625	71.68
01-01830	NORTHWESTERN ENERGY & C					
		I-2581639-8-1/22	101-43700-42800	UTILITIES 700 W 23RD AVE	191572	319.84
		I-2581641-4-1/22	101-43700-42800	UTILITIES W 23RD	191572	14.93
01-02495	SCOTT SUPPLY CO.					
		I-88876P	101-43700-42600	SUPPLIES & MA FUEL PUMP	191601	52.20
01-02880	THUNE TRUE VALUE HARDWA					
		I-B248771	101-43700-42600	SUPPLIES & MA LINEN PLUG REFILL, CABLE TIES	191617	67.77
01-02950	TRACTOR SUPPLY CREDIT P					
		I-408174	101-43700-42650	UNIFORMS SHIRTS	191620	89.97
01-08130	C & B OPERATIONS LLC					
		I-11501820	101-43700-42600	SUPPLIES & MA SOLENOID	191491	101.93
DEPARTMENT 3700 CEMETERY					TOTAL:	1,424.54

PACKET: 06069 2/22/2022 MTG

VENDOR SET: 01

FUND : 614 GOLF COURSE

DEPARTMENT: 5250 GOLF COURSE

BANK: APBNK

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-00424	RUNNINGS SUPPLY INC					
		I-1340022	614-45250-42600	SUPPLIES & MA RUBBER BLO GUN, BOOT SCRUBBER	191592	75.85
		I-1345224	614-45250-42650	UNIFORMS THINSULATE LINED ASST FLEECE	191592	82.96
		I-1345235	614-45250-42650	UNIFORMS COOLING CANE RED	191592	5.00
		I-2036000	614-45250-42650	UNIFORMS JACKET	191592	159.99
01-00436	FARMERS ALLIANCE					
		I-IX1471	614-45250-42600	SUPPLIES & MA TIRE REPAIR	191521	29.79
01-00525	DAKOTA PUMP INC					
		I-15162	614-45250-42920	COMPUTER SOFT VTSCADA SUPPORT PLUS	191507	904.25
01-00712	NAPA CENTRAL					
		I-762681	614-45250-42600	SUPPLIES & MA OIL, FILTERS	191570	60.94
		I-762805	614-45250-42600	SUPPLIES & MA OIL FIL	191570	37.64
01-01355	MIDWEST TURF & IRRIGATI					
		I-3884789-00	614-45250-42600	SUPPLIES & MA BALL BEARING, PULLY-IDLERS	191559	54.25
01-01518	VERIZON WIRELESS					
		I-9898386159	614-45250-42800	UTILITIES ACCT #886931646-00001	191625	41.91
01-01590	MCLEOD'S PRINTING					
		I-56014	614-45250-42300	PUBLISHING AD ON MITCHELL CITY MAP	191551	275.00
01-01830	NORTHWESTERN ENERGY & C					
		I-2581639-8-1/22	614-45250-42800	UTILITIES 700 W 23RD AVE	191572	319.85
		I-2581875-8-1/22	614-45250-42800	UTILITIES GOLF CLUB HOUSE	191572	349.58
		I-2581876-6-1/22	614-45250-42800	UTILITIES GOLF CART SHED	191572	14.93
		I-2939180-2-1/22	614-45250-42800	UTILITIES 825 INDIAN VILLAGE RD	191572	15.00
01-02679	MENARD'S INC					
		I-30736	614-45250-42600	SUPPLIES & MA CLEANERS CADDY, HAND SOAP	191553	31.84
01-02950	TRACTOR SUPPLY CREDIT P					
		I-408175	614-45250-42650	UNIFORMS SHIRTS	191620	74.97

DEPARTMENT 5250 GOLF COURSE TOTAL: 2,533.75

FUND 614 GOLF COURSE TOTAL: 2,533.75

CITY OF MITCHELL  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: FEBRUARY 28TH, 2022

101-GENERAL  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YTD ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
CHARGES-GOODS & SERVICES	<u>126,700</u>	<u>24,013.47</u>	<u>32,183.82</u>	<u>30,048.82</u>	<u>96,651.18</u>	<u>23.72</u>
TOTAL REVENUES	126,700	24,013.47	32,183.82	30,048.82	96,651.18	76.28
<u>EXPENDITURE SUMMARY</u>						
<u>CEMETERY</u>						
SALARIES	226,339	15,241.29	26,264.62	30,767.02	195,571.98	13.59
CURRENT EXPENSES	50,950	4,319.95	1,765.33	5,059.15	45,890.85	9.93
CAPITAL OUTLAY	<u>15,000</u>	<u>0.00</u>	<u>31,808.17</u>	<u>0.00</u>	<u>15,000.00</u>	<u>0.00</u>
TOTAL CEMETERY	<u>292,289</u>	<u>19,561.24</u>	<u>59,838.12</u>	<u>35,826.17</u>	<u>256,462.83</u>	<u>87.74</u>
TOTAL EXPENDITURES	292,289	19,561.24	59,838.12	35,826.17	256,462.83	87.74
REVENUE OVER/(UNDER) EXPENDITURES	( 165,589)	4,452.23	( 27,654.30)	( 5,777.35)	( 159,811.65)	96.51



CITY OF MITCHELL  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: FEBRUARY 28TH, 2022

101-GENERAL

REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YDT ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>CHARGES-GOODS &amp; SERVICES</u>						
101-348 CEMETERY PERMITS	3,500	360.00	210.00	420.00	3,080.00	12.00
101-3481 CEMETERY OPENINGS	63,000	750.00	7,950.00	750.00	62,250.00	1.19
101-3482 CEMETERY LOT SALES	30,000	3,480.00	4,325.00	5,430.00	24,570.00	18.10
101-3483 CEMETERY SAT FUNERAL FEE	4,000	0.00	750.00	0.00	4,000.00	0.00
101-3484 CEMETERY MAINTENANCE FEES	22,000	15,023.47	16,848.82	16,848.82	5,151.18	76.59
101-3485 COLUMBARIUM LOT SALES	<u>4,200</u>	<u>4,400.00</u>	<u>2,100.00</u>	<u>6,600.00</u>	<u>(2,400.00)</u>	<u>157.14</u>
TOTAL CHARGES-GOODS & SERVICES	126,700	24,013.47	32,183.82	30,048.82	96,651.18	76.28
TOTAL REVENUE	126,700	24,013.47	32,183.82	30,048.82	96,651.18	76.28

CITY OF MITCHELL  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: FEBRUARY 28TH, 2022

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	124,644	9,423.79	16,221.79	18,847.54	105,796.46	15.12
101-43700-41110 OVERTIME	1,000	0.00	115.26	0.00	1,000.00	0.00
101-43700-41120 PART-TIME	26,500	0.00	353.06	265.05	26,234.95	1.00
101-43700-41200 SOCIAL SECURITY/MEDICARE	11,639	661.14	1,171.15	1,341.71	10,297.29	11.53
101-43700-41300 RETIREMENT	7,539	565.42	980.20	1,130.84	6,408.16	15.00
101-43700-41500 GROUP INSURANCE	55,017	4,590.94	7,423.16	9,181.88	45,835.12	16.69
101-43700-41700 COMPENSATED ABSENCES	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL SALARIES	226,339	15,241.29	26,264.62	30,767.02	195,571.98	86.41
<b>CURRENT EXPENSES</b>						
101-43700-42200 PROFESSIONAL FEES/SERVIC	2,000	0.00	0.00	0.00	2,000.00	0.00
101-43700-42500 REPAIR & MAINTENANCE	3,000	0.00	224.95	0.00	3,000.00	0.00
101-43700-42510 HEADSTONE REPAIR & MAINT	1,000	0.00	0.00	0.00	1,000.00	0.00
101-43700-42600 SUPPLIES & MATERIALS	16,000	2,766.55	1,062.60	3,310.33	12,689.67	20.69
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	0.00	1,500.00	0.00
101-43700-42604 TREES, SOD & SEED	1,500	0.00	0.00	0.00	1,500.00	0.00
101-43700-42610 GAS & FUEL	8,000	1,003.98	0.00	1,003.98	6,996.02	12.55
101-43700-42650 UNIFORMS	500	109.97	145.47	109.97	390.03	21.99
101-43700-42690 CHANGE IN INVENTORY	0	0.00	0.00	0.00	0.00	0.00
101-43700-42700 TRAVEL, CONF. & DUES	750	33.00	0.00	33.00	717.00	4.40
101-43700-42800 UTILITIES	4,500	406.45	332.31	601.87	3,898.13	13.37
101-43700-42830 UTILITIES-WATER/SEWER	1,000	0.00	0.00	0.00	1,000.00	0.00
101-43700-42999 REFUND OF FEES	<u>1,200</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,200.00</u>	<u>0.00</u>
TOTAL CURRENT EXPENSES	50,950	4,319.95	1,765.33	5,059.15	45,890.85	90.07
<b>CAPITAL OUTLAY</b>						
101-43700-43200 BUILDINGS	0	0.00	1,808.17	0.00	0.00	0.00
101-43700-43300 IMPROVEMENTS	0	0.00	0.00	0.00	0.00	0.00
101-43700-43400 MACHINERY & EQUIPMENT	<u>15,000</u>	<u>0.00</u>	<u>30,000.00</u>	<u>0.00</u>	<u>15,000.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	15,000	0.00	31,808.17	0.00	15,000.00	100.00
TOTAL CEMETERY	292,289	19,561.24	59,838.12	35,826.17	256,462.83	87.74
=====						
TOTAL EXPENDITURES	292,289	19,561.24	59,838.12	35,826.17	256,462.83	87.74
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REVENUE OVER/(UNDER) EXPENDITURES	( 165,589)	4,452.23	( 27,654.30)	( 5,777.35)	( 159,811.65)	96.51

\*\*WARNING\*\* 2,170 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

CITY OF MITCHELL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: FEBRUARY 28TH, 2022

614-GOLF COURSE  
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YTD ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
INTERGOVERNMENTAL REV	0	0.00	0.00	0.00	0.00	0.00
CHARGES-GOODS & SERVICES	449,100	5,483.54	5,877.36	9,316.46	439,783.54	2.07
MISCELLANEOUS REVENUE	<u>4,500</u>	<u>25.00</u>	<u>0.00</u>	<u>25.00</u>	<u>4,475.00</u>	<u>0.56</u>
TOTAL REVENUES	453,600	5,508.54	5,877.36	9,341.46	444,258.54	97.94
<u>EXPENDITURE SUMMARY</u>						
<u>GOLF COURSE</u>						
OTHER	0	0.00	0.00	0.00	0.00	0.00
SALARIES	200,522	10,172.95	18,760.27	18,847.41	181,674.59	9.40
CURRENT EXPENSES	182,025	11,872.64	18,970.04	12,084.60	169,940.40	6.64
CAPITAL OUTLAY	<u>188,000</u>	<u>12,100.00</u>	<u>0.00</u>	<u>12,100.00</u>	<u>175,900.00</u>	<u>6.44</u>
TOTAL GOLF COURSE	<u>570,547</u>	<u>34,145.59</u>	<u>37,730.31</u>	<u>43,032.01</u>	<u>527,514.99</u>	<u>92.46</u>
TOTAL EXPENDITURES	570,547	34,145.59	37,730.31	43,032.01	527,514.99	92.46
REVENUE OVER/(UNDER) EXPENDITURES	( 116,947)	( 28,637.05)	( 31,852.95)	( 33,690.55)	( 83,256.45)	71.19
OTHER SOURCES	64,947	0.00	0.00	0.00	64,947.00	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER (USES)	( 52,000)	( 28,637.05)	( 31,852.95)	( 33,690.55)	( 18,309.45)	0.00

CITY OF MITCHELL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: FEBRUARY 28TH, 2022

614-GOLF COURSE

REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YDT ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>INTERGOVERNMENTAL REV</u>						
614-33930 FEMA DISAST ASST-CFDA #97.036	0	0.00	0.00	0.00	0.00	0.00
614-33931 STATE OF SD-DISASTER ASSIST	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL INTERGOVERNMENTAL REV	0	0.00	0.00	0.00	0.00	0.00
<u>CHARGES-GOODS &amp; SERVICES</u>						
614-3461 MEMBERSHIP FEES	155,000	3,906.10	4,950.12	7,211.49	147,788.51	4.65
614-3462 RANGE MEMBERSHIP	16,000	0.00	0.00	0.00	16,000.00	0.00
614-34620 RANGE BALLS	14,000	0.00	0.00	0.00	14,000.00	0.00
614-34622 ADULT GREEN FEES	89,000	0.00	0.00	0.00	89,000.00	0.00
614-34623 ADULT 9/18 SPLIT	0	0.00	0.00	0.00	0.00	0.00
614-34626 PUNCH CARDS	15,000	186.05	0.00	186.05	14,813.95	1.24
614-3463 ELECTRIC CART & STORAGE FEE	18,000	1,278.71	927.24	1,806.24	16,193.76	10.03
614-34630 1.5% TOURISM TAX~RANGE BALLS	200	0.00	0.00	0.00	200.00	0.00
614-34631 CART RENTAL	100,000	112.68	0.00	112.68	99,887.32	0.11
614-34632 LAWN BOWLING MAINTENANCE	0	0.00	0.00	0.00	0.00	0.00
614-3464 ANNUAL TRAIL FEES	18,000	0.00	0.00	0.00	18,000.00	0.00
614-34641 LOCKER FEE	1,000	0.00	0.00	0.00	1,000.00	0.00
614-3465 TOURNAMENT SPONSOR FEE	17,000	0.00	0.00	0.00	17,000.00	0.00
614-3466 MISC/GAS/PROG/CLUBHOUSE	2,000	0.00	0.00	0.00	2,000.00	0.00
614-3467 ADVERTISING REVENUE (NO TAX)	3,900	0.00	0.00	0.00	3,900.00	0.00
614-3469 INTEREST EARNED	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CHARGES-GOODS & SERVICES	449,100	5,483.54	5,877.36	9,316.46	439,783.54	97.93
<u>MISCELLANEOUS REVENUE</u>						
614-367 CONTRIBUTION FR PRIVATE SOURCE	0	0.00	0.00	0.00	0.00	0.00
614-3671 CONTR FR PRIVATE SOURCE LAWN B	0	0.00	0.00	0.00	0.00	0.00
614-3672 CITY CONTRIBUTION	4,500	0.00	0.00	0.00	4,500.00	0.00
614-369 REFUNDS AND REIMBURSEMENTS	<u>0</u>	<u>25.00</u>	<u>0.00</u>	<u>25.00</u>	<u>(25.00)</u>	<u>0.00</u>
TOTAL MISCELLANEOUS REVENUE	4,500	25.00	0.00	25.00	4,475.00	99.44
TOTAL REVENUE	453,600	5,508.54	5,877.36	9,341.46	444,258.54	97.94

CITY OF MITCHELL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: FEBRUARY 28TH, 2022

614-GOLF COURSE  
GOLF COURSE

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YDT ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>OTHER</u>						
614-45250-21610 ACCRUED LEAVE EXPENSE	0	0.00	0.00	0.00	0.00	0.00
614-45250-21620 PENSION EXPENSE	0	0.00	0.00	0.00	0.00	0.00
614-45250-21630 OPEB EXPENSE	0	0.00	0.00	0.00	0.00	0.00
614-45250-21670 DEPRECIATION EXPENSE	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL OTHER	0	0.00	0.00	0.00	0.00	0.00
<u>SALARIES</u>						
614-45250-41100 SALARIES	89,783	6,855.90	9,640.31	12,866.08	76,916.92	14.33
614-45250-41110 OVERTIME	750	0.00	0.00	0.00	750.00	0.00
614-45250-41120 PART-TIME	50,000	498.72	2,453.31	498.72	49,501.28	1.00
614-45250-41200 SOCIAL SECURITY/MEDICARE	11,363	522.16	801.05	941.02	10,421.98	8.28
614-45250-41300 RETIREMENT	5,432	411.36	578.42	771.97	4,660.03	14.21
614-45250-41500 GROUP INSURANCE	43,194	1,884.81	5,287.18	3,769.62	39,424.38	8.73
614-45250-41700 COMPENSATED ABSENCES	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL SALARIES	200,522	10,172.95	18,760.27	18,847.41	181,674.59	90.60
<u>CURRENT EXPENSES</u>						
614-45250-42100 INSURANCE	9,500	1,866.00	2,140.00	1,866.00	7,634.00	19.64
614-45250-42200 GOLF PRO CONTRACT	66,525	4,513.69	13,486.63	4,513.69	62,011.31	6.78
614-45250-42250 PROFESSIONAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
614-45250-42300 PUBLISHING	2,500	275.00	0.00	275.00	2,225.00	11.00
614-45250-42500 REPAIR & MAINTENANCE	15,000	0.00	153.52	0.00	15,000.00	0.00
614-45250-42600 SUPPLIES & MATERIALS	17,000	1,681.62	1,594.21	1,892.84	15,107.16	11.13
614-45250-42601 SUPPLIES-LAWN BOWLING	0	0.00	0.00	0.00	0.00	0.00
614-45250-42602 CHEMICALS	20,500	0.00	0.00	0.00	20,500.00	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	2,500	0.00	0.00	0.00	2,500.00	0.00
614-45250-42610 GAS & FUEL	12,000	519.89	0.00	519.89	11,480.11	4.33
614-45250-42650 UNIFORMS	500	322.92	0.00	322.92	177.08	64.58
614-45250-42690 CHANGE IN INVENTORY	0	0.00	0.00	0.00	0.00	0.00
614-45250-42700 TRAVEL, CONF. & DUES	1,000	53.00	110.00	53.00	947.00	5.30
614-45250-42800 UTILITIES	14,500	741.27	489.65	741.27	13,758.73	5.11
614-45250-42830 UTILITIES-WATER/SEWER	1,300	0.00	0.00	0.00	1,300.00	0.00
614-45250-42920 COMPUTER SOFTWARE	15,000	1,899.25	995.00	1,899.25	13,100.75	12.66
614-45250-42931 SALES TAX	200	0.00	1.03	0.74	199.26	0.37
614-45250-42940 LIABILITY CLAIM	0	0.00	0.00	0.00	0.00	0.00
614-45250-42999 REFUNDS	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CURRENT EXPENSES	182,025	11,872.64	18,970.04	12,084.60	169,940.40	93.36

CITY OF MITCHELL  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: FEBRUARY 28TH, 2022

614-GOLF COURSE  
 GOLF COURSE

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YDT ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>CAPITAL OUTLAY</u>						
614-45250-43200 BUILDINGS	0	0.00	0.00	0.00	0.00	0.00
614-45250-43300 IMPROVEMENTS	108,000	12,100.00	0.00	12,100.00	95,900.00	11.20
614-45250-43400 MACHINERY & EQUIPMENT	<u>80,000</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>80,000.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	188,000	12,100.00	0.00	12,100.00	175,900.00	93.56
TOTAL GOLF COURSE	570,547	34,145.59	37,730.31	43,032.01	527,514.99	92.46
	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	570,547	34,145.59	37,730.31	43,032.01	527,514.99	92.46

REVENUE OVER/(UNDER) EXPENDITURES	( 116,947)	( 28,637.05)	( 31,852.95)	( 33,690.55)	( 83,256.45)	71.19
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OTHER FINANCING SOURCES

614-3900 FROM GENERAL FUND	59,947	0.00	0.00	0.00	59,947.00	0.00
614-39104 DAMAGE/LOSS REIMB-CAPITAL ASSE	0	0.00	0.00	0.00	0.00	0.00
614-39127 NOTE PROCEEDS	0	0.00	0.00	0.00	0.00	0.00
614-39131 SALE OF FIXED ASSETS~EQUIP	<u>5,000</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>0.00</u>
TOTAL OTHER FINANCING SOURCES	64,947	0.00	0.00	0.00	64,947.00	100.00

REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER (USES)	( 52,000)	( 28,637.05)	( 31,852.95)	( 33,690.55)	( 18,309.45)	35.21
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# Golf and Cemetery Board Meeting

March 14<sup>th</sup> 2022

## Cemetery

- Equipment maintenance is winding down.
- Pay loader repairs are completed.
  - It was down for almost two months.
  - This is the second year in a row that it was down for an extended period.
  - Parts are not available.
- 6 trees need to be removed.
- 4 trees in Calvary will need to be removed.
- Serviceman's want some trees removed in memorial park.
- We had a meeting with the church about the mapping.
- I took Jon along with to my golf course conference in Sioux Falls.
- Found a 228d mower.

## Garden

- 53 spots are rented out of 125. Little behind normal at this point.
- There will need to be some fence repair done this year.
- We had one area that has not been performing very well so we will keep an eye on those spots to see what we are dealing with.

## Golf

- Attended the SDGCSA conference and trade show March 7<sup>th</sup> through the 9<sup>th</sup> in Sioux Falls.
  - I took Jon and Alex with to all three days of the conference.
  - There was speakers from Oregon State, Purdue, Utah state and several other speakers that have been in the industry for many years.
    - Technology
    - Chemical
    - Disease
    - Leadership
    - Irrigation
    - Safety and Compliance
- Pump repair
- Tree work continues.
- Filled fuel tanks.
- Ordering chemical and fertilizer.
- Working on equipment.
- Grinding reels.

Jason Gunnare, Superintendent



**PHONE:** 605.996.6636  
**CELL:** 605.770.9371  
**EMAIL:** danroth@DakotaPump.com  
**WEB:** DakotaPump.com  
**Locations:** Mitchell, Watertown, Rapid City

**To:** Lake View Golf Course  
**Attn:** Jason Gunnare  
**Phone:** 605-656-1324

**Sales Rep:** Dan  
**Date:** 3/9/2022  
**Quote:** D22-051  
**DPI File#:**

**Email**

**Project:** Pull Rain Bird turbine pumps for repair

Item	Description	Quantity	Price	Extended
			\$ -	\$ -
1	PKG Box Assy 1.25 x 4.75	2	\$ 1,202.74	\$ 2,405.48
2	Suction Bell J11MC	2	\$ 1,139.60	\$ 2,279.20
3	Bushing Bronze 1.68 x 2.00 x 5.12	2	\$ 94.25	\$ 188.50
4	Bushing Bronze 1.68 x 2.25 x 3.50	8	\$ 92.40	\$ 739.20
5	Sand Collar 1.68 x 2.00 Bronze	2	\$ 100.10	\$ 200.20
6	Line Shaft coupling 1.25 x 3.25	2	\$ 55.90	\$ 111.80
7	Brg Rubber PI 2.00 x 1.25	2	\$ 27.72	\$ 55.44
8	Motor Repair	1	\$ 3,730.66	\$ 3,730.66
9	Motor Repair	1	\$ 4,008.21	\$ 4,008.21
10	SST Line Shaft	2	\$ 1,309.00	\$ 2,618.00
11	Hardware/Gaskets	1	\$ 150.00	\$ 150.00
12	Worked performed on stuffing boxes before pulling	5.5	\$ 180.00	\$ 990.00
13	Prep both pumps to pull	4.5	\$ 180.00	\$ 810.00
14	Pulling both pumps	3	\$ 180.00	\$ 540.00
15	Disassemble 1st pump	13.25	\$ 85.00	\$ 1,126.25
16	Disassemble 2nd pump	13.25	\$ 85.00	\$ 1,126.25
17	Reassemble 1st pump	12	\$ 85.00	\$ 1,020.00
18	Reassemble 2nd pump	12	\$ 85.00	\$ 1,020.00
19	Install pumps and motors	12	\$ 180.00	\$ 2,160.00
			\$ -	\$ -
	Electrical work by other		\$ -	\$ -
	Cost does not include freight or taxes		\$ -	\$ -
			\$ -	\$ -
The World Health Organization (WHO) declared of the outbreak of COVID-19 to be a public health emergency of international concern. Dakota Pump and our suppliers may experience interruptions to our supply chains and difficulties with ordered products delivered on time. Based on the declaration from WHO and the measures taken by various suppliers and supply chains, we consider the cause of any delay to be an extraordinary situation outside of Dakota Pump's reasonable control. Because of the declaration from WHO, all estimated deliveries are subject to change. Dakota Pump will continue to monitor the situation and keep our customers updated.				
Accepted By: Print: Date: Phone: Sign:				
			<b>Total:</b>	\$ 25,279.19



## Golf Long Range Equipment

Equipment	Type	Year	Hours	Hours	Replacment	Hour	Rplacment Pri	Hours	Years
				Miles	Date	Threshold		Year	Service
3150	Green	2013	2,417	180,000	2030	3000	\$44,000	250	15
3150	Green	2013	2,327	172,000	2030	3000	\$44,000	250	15
3150	Green	2011	2685	201,000	2022	3000	\$44,000	100	15
3150	Green	2011	2845	213,000	2022	3000	\$44,000	100	15
3100	Tee		2380	178,000	2027	3750	\$41,000	250	15
3100	Tee	2007	2586	193,000	2027	3750	\$41,000	250	15
3575	FWY	2016	2210	165,000	2030	3750	\$59,000	250	15
5500	FWY	2001	3995	299,000	2023	3750	\$59,000	250	15
6700	FWY		6096	457,000	2028	3750	\$59,000	250	15
4000	Rough		5302	397,000	2023	4500	\$79,000	300	15
4000	Rough		4029	302,000	2029	4500	\$79,000	300	15
4000	Rough	2017	2603	195,000	2031	4500	\$79,000	300	15
1100	Sprayer	30 + ?	2060	154,000	When needed	3000	\$40,000	150	15
1100	Sprayer	30 + ?	3487	216,000	2023	3000	\$40,000	100	20
2040Z	Bunker rake	2015	818	61,000	When needed		\$15,000		
3020	Bunker rake		Not reading		When needed		\$26,000		
3200	Workman		2517	183,000			\$28,000	150	20
3200	Workman		2566	192,000			\$28,000	150	20
3200	Workman		2875	206,000	2023		\$28,000	150	20
3200	Workman		1672	125,000			\$28,000	150	20
3200	Workman		1080	81,000	Cemetery		\$28,000	150	20
2100	Workman	2010	2328	174,000	Cemetery		\$15,000		
2100	Workman	2010	1809	135,000	Cemetery		\$15,000		
2100	Workman	2010	1810	135,000	Cemetery		\$15,000		
TC 40 Da	Tractor		1517	113,000	When needed		\$35,000		
955	Tractor		645	48,000	When needed		\$20,000		
Jacobsen	Tractor		2121	159,000	When needed		\$35,000		
Golf Cart	Yamaha	2013	NA		When needed		\$5,000		
Golf Cart	Yamaha	2013	NA		When needed		\$5,000		

250 hours for first 10 years then 100 next 5 years

250 hours for first 10 ye

250 hours for first 10 ye

250 hours for first 10 ye

Replace when  
major michanical  
issues arise, or  
room in budget.





February 22, 2022

Jason Gunnare  
Lakeview Municipal GC  
Mitchell, SD  
Email – [jgunnare@cityofmitchell.org](mailto:jgunnare@cityofmitchell.org)



Jason:

Here are the numbers on the Equipment you requested.

<u>Model</u>	<u>Description</u>	<u>List</u>	<u>National IPA</u>
04530	<b>Greensmaster 3320</b>	\$44,139.00	
04655	14 Blade DPA C/Units	11,220.00	
04255	Narrow Wiehle Rollers	1,218.00	
04554	LED Light Kit	776.00	
		-----	
		\$57,353.00	<b>\$44,736.00</b>
04530	<b>Greensmaster 3320</b>	\$44,139.00	
04655	14 Blade DPA C/Units	11,220.00	
04255	Narrow Wiehle Rollers	1,218.00	
04554	LED Light Kit	776.00	
		-----	
		\$57,353.00	<b>\$44,736.00</b>
04655	<b>14 Blade DPA C/Units</b>	11,220.00	
04255	Narrow Wiehle Rollers	1,218.00	
		-----	
		\$12,438.00	<b>\$ 9,702.00</b>
04655	<b>14 Blade DPA C/Units</b>	11,220.00	
04255	Narrow Wiehle Rollers	1,218.00	
		-----	
		\$12,438.00	<b>\$ 9,702.00</b>
44552	<b>ProForce Debris Blower</b>	\$11,889.00	
125-1270	Extra Remote	380.00	
		-----	
		\$12,269.00	<b>\$ 9,570.00</b>
03821	<b>Reelmaster 3575</b>	\$53,994.00	
03638	8 Blade DPA C/Units	21,600.00	
03405	Weight Kit	686.00	
		-----	
		\$76,280.00	<b>\$59,498.00</b>

<u>Model</u>	<u>Description</u>	<u>List</u>	<u>National IPA</u>
30885	<b>Groundsmaster 4500D</b> Inc. all 5 decks, Auto Reversing Fan Air Ride Seat, 9 Ft cut	\$101,783.00	<b>\$79,391.00</b>
41188	<b>Multi Pro 1750</b> , 175 gallon	\$47,477.00	
41118	Hand Spray Wand Kit	687.00	
41249	Foam Marker Kit	2,881.00	
136-0457	Finish Kit	633.00	
		-----	-----
		\$51,678.00	<b>\$40,309.00</b>
07384	<b>Workman HDX</b> Inc. Full Box	\$36,701.00	<b>\$28,627.00</b>
07384	<b>Workman HDX</b> Inc. Full Box	\$36,701.00	<b>\$28,627.00</b>

**Trade – Ins**

2012 Greensmaster 3150	(2,500.00)
2013 Greensmaster 3150	(2,500.00)

\*\*\*National IPA Contract Reference # 120535

**IPA (OMNIA) VOLUME DISCOUNT CHART**

**Support Plus – Volume Discount Chart – National IPA**

<b>Purchase Amount</b>	<b>Free Goods \$</b>
\$150,000.00 - \$199,000.00	\$ 4,500.00
\$200,000.00 - \$249,000.00	\$ 6,000.00
\$250,000.00 - \$299,999.00	\$10,000.00
\$300,000.00 - \$349,999.00	\$12,000.00
\$350,000.00 - \$399,999.00	\$14,000.00

**Totals**

2 – Greensmaster 3320s	\$89,472.00
2 – sets 14 Blade Reels	\$19,404.00
1 – ProForce Blower	\$ 9,570.00
1 – Reelmaster 3575	\$59,498.00
1 – Groundsmaster 4500	\$79,391.00
1 – Multi Pro 1750	\$40,309.00
2 – Workman HDX	\$57,254.00
	=====
	\$354,898.00
Free Goods	- (14,000.00)
Trades	- ( 5,000.00)
	=====
Finance Amount	\$335,898.00

**Financing Option**

4 Year Annual Rate Factor – .267069

5 Year Annual Rate Factor – .218089

Rate Factor x Amount = Feb 1 Annual Payment for 4 or 5 years

**Example**

**\$335,898.00 x .218089 = \$73,255.66/year for 5 years**

- Please call with any questions!
- We would recommend getting the order in early to insure spring delivery!
- Inc. Delivery and all Setup Fees....
- Pricing good for 30 days....

Sincerely,

Kirk Lubbers  
Commercial Turf Sales  
Midwest Turf & Irrigation  
402-740-4309



February 22, 2022

Jason Gunnare  
Lakeview Municipal GC  
Mitchell, SD  
Email – [jgunnare@cityofmitchell.org](mailto:jgunnare@cityofmitchell.org)



Jason:

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04655	14 Blade DPA C/Units	11,220.00	
04255	Narrow Wiehle Rollers	1,218.00	
04554	LED Light Kit	776.00	
		-----	
		\$57,353.00	<b>\$44,736.00</b>
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		-----	
		\$12,438.00	<b>\$ 9,702.00</b>
44552	<b>ProForce Debris Blower</b>	\$11,889.00	
125-1270	Extra Remote	380.00	
		-----	
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03821	<b>Reelmaster 3575</b>	\$53,994.00	
03638	8 Blade DPA C/Units	21,600.00	
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		-----	
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<u>Model</u>	<u>Description</u>	<u>List</u>	<u>National IPA</u>
30885	<b>Groundsmaster 4500D</b> Inc. all 5 decks, Auto Reversing Fan Air Ride Seat, 9 Ft cut	\$101,783.00	<b>\$79,391.00</b>
41394	<b>Multi Pro 5800</b> w/Excellerate 300 Gallon	\$73,039.00	
130-8230	Step Up Kit	267.00	
41118	Hand Spray Wand Kit	687.00	
41249	Foam Marker Kit	2,669.00	
136-0458	Finish Kit	564.00	
		----- \$77,438.00	----- <b>\$60,402.00</b>
07384	<b>Workman HDX</b> Inc. Full Box	\$36,701.00	<b>\$28,627.00</b>
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\*\*\*National IPA Contract Reference # 120535

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\$250,000.00 - \$299,999.00	\$10,000.00
\$300,000.00 - \$349,999.00	\$12,000.00
\$350,000.00 - \$399,999.00	\$14,000.00

**Totals**

2 – Greensmaster 3320s	\$89,472.00
2 – sets 14 Blade Reels	\$19,404.00
1 – ProForce Blower	\$ 9,570.00
1 – Reelmaster 3575	\$59,498.00
1 – Groundsmaster 4500	\$79,391.00
1 – Multi Pro 5800	\$60,402.00
2 – Workman HDX	\$57,254.00
	=====
	\$374,991.00
Free Goods	- (14,000.00)
Trades	- ( 5,000.00)
	=====
Finance Amount	\$355,991.00

**Financing Option**

4 Year Annual Rate Factor – .267069

5 Year Annual Rate Factor – .218089

Rate Factor x Amount = Feb 1 Annual Payment for 4 or 5 years

**Example**

**\$355,991.00 x .218089 = \$77,637.72/year for 5 years**

- Please call with any questions!
- We would recommend getting the order in early to insure spring delivery!
- Inc. Delivery and all Setup Fees....
- Pricing good for 30 days....

Sincerely,

Kirk Lubbers  
Commercial Turf Sales  
Midwest Turf & Irrigation  
402-740-4309