



Golf & Cemetery Board Meeting Agenda
City Council Chambers, City Hall, 612 N. Main Street
May 8, 2023

1. 5:45 PM Call to Order

2. Citizen's Input

If you need to address the board on an item that was not on the agenda, excluding personnel items, please come forward to the podium and state your name and your concern. Presentations are limited to three minutes. Items will be considered but no action will be taken at this time.

3. DELEGATIONS

4. Minutes

5. Approve Financial Reports

6. Clubhouse Report

7. Superintendent Report

8. Discussion - Phase 2 plan

9. Adjournment

Individuals with disabilities who require special assistance to take part in this meeting may contact one of the following at City Hall (605) 995-8420 at least 24 hours prior to the meeting with requests for assistance: Human Resources Officer or the City Administrator.

Golf & Cemetery Board Minutes
City Council Chambers, City Hall, 612 N. Main Street
April 10, 2023

1. Call to Order

Meeting called to order by Jeff McEntee, Chairman, at 5:45 p.m.

Present: Jeff McEntee, Joe Schlimgen, Tom Young, Terry Rietveld, Lynette Shattuck, Joel Reinesch

Council Liaison: Dan Sabers - arrived at 5:50 p.m.

Absent: Mark Graham

Staff Present: Jason Gunnare, Kevin Nelson, Angel DeWaard, Eric Hieb - arrived at 6:14 p.m.

2. Citizen's Input

3. DELEGATIONS

4. Minutes

Motion to approve the Minutes of the February 13, 2013 regular meeting as submitted. Motion Rietveld, Second Shattuck to approve the Minutes of the February 13, 2023 meeting. Motion carried.

5. Approve Financial Reports

Motion Rietveld, Second Reinesch to approve the Bills. Motion carried.

6. Clubhouse Report

April Lakeview Golf Course Clubhouse Report

- Slow start obviously, have not been open at all. Have taken in a few memberships and have had people stop out to talk
- Merchandising is pretty well complete on my side as the clubhouse is fully stocked for the year
- Beverages and food starting to get stocked up on to start the season
- Range and practice greens open for easter weekend
- Organizing details for events/outings/leagues/junior golf/etc
- Total rounds in 2022 was 24,102 – that was with a little late start like this year so hopefully do some catching up here in April
- Moved the first high school meet of the season from April 10th to April 24th

Thanks,

Eric Hieb

7. Superintendent Report

Golf & Cemetery Board Report

April, 10th 2023

Cemetery

- All staff is hired.
- Equipment is 95% complete.
- Digital Mapping is almost done.
- Did not get all of tree work done because of snow.
- Turf repair because of lack of frost.
- Exchange club project.

Community Garden

- 12 plots left.
- Fixing fencing.

Golf Course

- Reels are ground.
- Equipment is almost done.
- Helping cemetery finish equipment.
- Need to go through rental carts.
- Fix turf damage along bike path.
- Still some tree work to get done.
- Some of the new equipment is in.
- One greens mower should be in by June.
- Working with Norby on phase 2 plans.
- Opening driving range over the weekend.
- Hoping to open course in the next week.
- All of the turf I have seen so far looks good.
- Most staff are hired. Still have a couple spots to fill.

8. Discussion - Phase 2 plan

Discussion took place on the Phase 2 plan for the Lake View Golf Course.

9. Adjournment

Next meeting date: Monday, May 8, 2023 at 5:45 PM

There being no further business, the Board adjourned at 6:40 PM

CITY OF MITCHELL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2023

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>137,400</u>	<u>6,240.75</u>	<u>50,033.82</u>	<u>42,845.49</u>	<u>94,554.51</u>	<u>31.18</u>
TOTAL REVENUES	137,400	6,240.75	50,033.82	42,845.49	94,554.51	68.82
<u>EXPENDITURE SUMMARY</u>						
<u>CEMETERY</u>						
SALARIES	241,594	16,758.31	61,811.93	65,120.57	176,473.43	26.95
CURRENT EXPENSES	51,900	3,221.28	12,370.17	11,729.26	40,170.74	22.60
CAPITAL OUTLAY	<u>36,000</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>36,000.00</u>	<u>0.00</u>
TOTAL CEMETERY	<u>329,494</u>	<u>19,979.59</u>	<u>74,182.10</u>	<u>76,849.83</u>	<u>252,644.17</u>	<u>76.68</u>
TOTAL EXPENDITURES	329,494	19,979.59	74,182.10	76,849.83	252,644.17	76.68
REVENUE OVER/(UNDER) EXPENDITURES	(192,094)	(13,738.84)	(24,148.28)	(34,004.34)	(158,089.66)	82.30

CITY OF MITCHELL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2023

101-GENERAL

		CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YTD ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
REVENUES							
<u>CHARGES-GOODS & SERVICES</u>							
101-348	CEMETERY PERMITS	5,000	480.00	1,470.00	1,200.00	3,800.00	24.00
101-3481	CEMETERY OPENINGS	60,000	3,335.75	11,825.00	11,885.75	48,114.25	19.81
101-3482	CEMETERY LOT SALES	38,000	2,425.00	13,290.00	7,545.00	30,455.00	19.86
101-3483	CEMETERY SAT FUNERAL FEE	4,000	0.00	0.00	350.00	3,650.00	8.75
101-3484	CEMETERY MAINTENANCE FEES	22,000	0.00	16,848.82	21,864.74	135.26	99.39
101-3485	COLUMBARIUM LOT SALES	<u>8,400</u>	<u>0.00</u>	<u>6,600.00</u>	<u>0.00</u>	<u>8,400.00</u>	<u>0.00</u>
TOTAL CHARGES-GOODS & SERVICES		137,400	6,240.75	50,033.82	42,845.49	94,554.51	68.82
TOTAL REVENUE		137,400	6,240.75	50,033.82	42,845.49	94,554.51	68.82

CITY OF MITCHELL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2023

101-GENERAL
CEMETERY

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YDT ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>SALARIES</u>						
101-43700-41100 SALARIES	133,848	10,159.40	37,737.36	40,501.74	93,346.26	30.26
101-43700-41110 OVERTIME	1,250	0.00	0.00	0.00	1,250.00	0.00
101-43700-41120 PART-TIME	29,100	626.80	742.84	874.40	28,225.60	3.00
101-43700-41200 SOCIAL SECURITY/MEDICARE	12,562	765.41	2,703.77	2,925.79	9,636.21	23.29
101-43700-41300 RETIREMENT	8,106	609.58	2,264.20	2,430.16	5,675.84	29.98
101-43700-41500 GROUP INSURANCE	56,728	4,597.12	18,363.76	18,388.48	38,339.52	32.42
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	241,594	16,758.31	61,811.93	65,120.57	176,473.43	73.05
<u>CURRENT EXPENSES</u>						
101-43700-42200 PROFESSIONAL FEES/SERVIC	2,000	0.00	129.45	0.00	2,000.00	0.00
101-43700-42500 REPAIR & MAINTENANCE	3,000	140.30	352.60	140.30	2,859.70	4.68
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	1,218.19	6,131.82	7,610.88	8,389.12	47.57
101-43700-42602 CHEMICALS	8,000	0.00	0.00	0.00	8,000.00	0.00
101-43700-42603 WEED EATERS SUPPLIES	1,500	1,144.98	1,037.44	1,144.98	355.02	76.33
101-43700-42604 TREES, SOD & SEED	2,000	0.00	0.00	0.00	2,000.00	0.00
101-43700-42610 GAS & FUEL	10,000	291.50	2,714.58	1,006.63	8,993.37	10.07
101-43700-42650 UNIFORMS	500	0.00	173.97	0.00	500.00	0.00
101-43700-42690 CHANGE IN INVENTORY	0	0.00	0.00	0.00	0.00	0.00
101-43700-42700 TRAVEL, CONF. & DUES	500	0.00	418.88	495.88	4.12	99.18
101-43700-42800 UTILITIES	5,000	426.31	1,354.20	1,230.18	3,769.82	24.60
101-43700-42830 UTILITIES-WATER/SEWER	1,200	0.00	57.23	100.41	1,099.59	8.37
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	51,900	3,221.28	12,370.17	11,729.26	40,170.74	77.40
<u>CAPITAL OUTLAY</u>						
101-43700-43200 BUILDINGS	0	0.00	0.00	0.00	0.00	0.00
101-43700-43300 IMPROVEMENTS	28,500	0.00	0.00	0.00	28,500.00	0.00
101-43700-43400 MACHINERY & EQUIPMENT	<u>7,500</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,500.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	36,000	0.00	0.00	0.00	36,000.00	100.00
TOTAL CEMETERY	329,494	19,979.59	74,182.10	76,849.83	252,644.17	76.68
	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	329,494	19,979.59	74,182.10	76,849.83	252,644.17	76.68
REVENUE OVER/(UNDER) EXPENDITURES	(192,094)	(13,738.84)	(24,148.28)	(34,004.34)	(158,089.66)	82.30

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

3/29/2023 3:02 PM

REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 19

PACKET: 06447 MEETING 04.03.2023

VENDOR SET: 01

FUND : 101 GENERAL

DEPARTMENT: 3700 CEMETERY

BUDGET TO USE: CB-CURRENT BUDGET

BANK: APBNK

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-00185	AUTO BODY SPECIALTIES					
		I-233513/2	101-43700-42600	SUPPLIES & MA PAINTING MOTOR HOOD	196614	53.38
01-00210	BAILEY METAL FABRICATOR					
		I-60823	101-43700-42600	SUPPLIES & MA CUT METAL	196617	6.04
01-00424	RUNNINGS SUPPLY INC					
		I-1587484	101-43700-42600	SUPPLIES & MA WASHERS	196724	0.38
		I-1589837	101-43700-42600	SUPPLIES & MA CARBORATOR CLEANER,STIHL PARTS	196724	31.06
01-00436	CHS FARMERS ALLIANCE					
		I-IF5326	101-43700-42610	GAS & FUEL GOLF RUBY FIELDMASTER	196632	184.04
		I-IF7457	101-43700-42610	GAS & FUEL LP GAS HEAT	196632	107.46
01-00712	NAPA CENTRAL					
		I-782266	101-43700-42600	SUPPLIES & MA SKID LOADER FILTER	196705	17.49
		I-782294	101-43700-42600	SUPPLIES & MA DEGREASE,RAD SPC	196705	34.52
01-01830	NORTHWESTERN ENERGY					
		I-2581639-8.03.23	101-43700-42800	UTILITIES 700 W 23RD AVE	196708	296.07
		I-2581641-4.03.23	101-43700-42800	UTILITIES W 23RD	196708	13.72
01-02880	THUNE TRUE VALUE & APPL					
		I-A535398	101-43700-42600	SUPPLIES & MA NUTS & BOLTS	196749	5.56
		I-B270026	101-43700-42600	SUPPLIES & MA NUTS AND BOLTS	196749	16.14
01-09696	UPPER MIDWEST GARAGE DO					
		I-7133	101-43700-42500	REPAIR & MAIN REPAIR WIRE AT GOLF SHOP	196756	140.30
01-09703	AMAZON CAPITAL SERVICES					
		I-1TVC-3JXY-77LC	101-43700-42600	SUPPLIES & MA MAGNETIC SHELF	196607	34.92
01-10412	JON THURMAN					
		I-03312023	101-43700-42800	UTILITIES 1ST QTR CELL PHONE	196750	45.00
DEPARTMENT 3700 CEMETERY					TOTAL:	986.08

4/13/2023 9:00 AM

REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 19

PACKET: 06463 MEETING 04.17.2023

VENDOR SET: 01

FUND : 101 GENERAL

DEPARTMENT: 3700 CEMETERY

BUDGET TO USE: CB-CURRENT BUDGET

BANK: APBNK

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-00424	RUNNINGS SUPPLY INC					
		I-1597321	101-43700-42603	WEED EATERS S POWER WASHER,HOSES	196911	449.99
01-00532	A-OX WELDING SUPPLY CO					
		I-0001294760	101-43700-42600	SUPPLIES & MA ARGON CYLINDER	196789	110.42
01-00985	HONDA OF MITCHELL					
		I-133218	101-43700-42600	SUPPLIES & MA FILTERS,LOWER COVER	196847	117.33
01-01199	STURDEVANTS AUTO VALUE					
		I-815011668	101-43700-42600	SUPPLIES & MA BACK-UP ALARM	196926	53.98
		I-815012422	101-43700-42600	SUPPLIES & MA BATTERY ASSEMBLY	196926	95.83
01-01518	VERIZON WIRELESS					
		I-9931273126	101-43700-42800	UTILITIES ACCT #886931646-00001	196940	71.52
01-01944	PFEIFER IMPLEMENT CO					
		I-01-160252	101-43700-42600	SUPPLIES & MA RINGS	196905	46.72
01-02880	THUNE TRUE VALUE & APPL					
		I-A536758	101-43700-42600	SUPPLIES & MA CARPET CLEANER RENTAL	196932	50.98
		I-B270435	101-43700-42600	SUPPLIES & MA CAULK,CLOSERS	196932	14.27
DEPARTMENT 3700 CEMETERY					TOTAL:	1,011.04

4/19/2023 11:37 AM

REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 9

PACKET: 06468 CREDIT CARDS 04.19.2023

VENDOR SET: 01

FUND : 101 GENERAL

DEPARTMENT: 3700 CEMETERY

BUDGET TO USE: CB-CURRENT BUDGET

BANK: APBNK

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-07141	FIRST NATIONAL BANK OMA					
		I-04072023.2164	101-43700-42603	WEED EATERS S 5 DRAWER 30 INCH METAL	196949	219.99
		I-04072023.2164	101-43700-42603	WEED EATERS S DRIVE 6-POINT SOCKET,RACHET ST	196949	475.00
		I-04072023.6468	101-43700-42600	SUPPLIES & MA SINGLE URN VAULT	196949	315.00
		I-04072023.6468	101-43700-42600	SUPPLIES & MA US FLAGS	196949	214.17
				DEPARTMENT 3700 CEMETERY	TOTAL:	1,224.16

CITY OF MITCHELL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2023

614-GOLF COURSE
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YDT 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	450,200	123,743.97	145,008.79	140,425.45	309,774.55	31.19
MISCELLANEOUS REVENUE	<u>4,500</u>	<u>25.00</u>	<u>25.00</u>	<u>25.00</u>	<u>4,475.00</u>	<u>0.56</u>
TOTAL REVENUES	454,700	123,768.97	145,033.79	140,450.45	314,249.55	69.11
<u>EXPENDITURE SUMMARY</u>						
<u>GOLF COURSE</u>						
OTHER	0	0.00	0.00	0.00	0.00	0.00
SALARIES	209,423	12,541.34	43,001.39	51,742.22	157,680.78	24.71
CURRENT EXPENSES	187,725	8,872.38	69,347.36	48,997.58	138,727.42	26.10
CAPITAL OUTLAY	<u>757,836</u>	<u>0.00</u>	<u>12,100.00</u>	<u>25,500.00</u>	<u>732,336.00</u>	<u>3.36</u>
TOTAL GOLF COURSE	<u>1,154,984</u>	<u>21,413.72</u>	<u>124,448.75</u>	<u>126,239.80</u>	<u>1,028,744.20</u>	<u>89.07</u>
TOTAL EXPENDITURES	1,154,984	21,413.72	124,448.75	126,239.80	1,028,744.20	89.07
REVENUE OVER/ (UNDER) EXPENDITURES	(700,284)	102,355.25	20,585.04	14,210.65	(714,494.65)	102.03
OTHER SOURCES	555,836	0.00	0.00	0.00	555,836.00	0.00
OTHER USES	0	0.00	0.00	0.00	0.00	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER (USES)	(144,448)	102,355.25	20,585.04	14,210.65	(158,658.65)	0.00

CITY OF MITCHELL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2023

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 & SERVICES</u>						
614-3461 MEMBERSHIP FEES	150,000	61,104.35	79,247.23	75,724.55	74,275.45	50.48
614-3462 RANGE MEMBERSHIP	18,000	11,218.61	11,404.66	11,386.05	6,613.95	63.26
614-34620 RANGE BALLS	15,000	4,383.18	3,001.82	4,383.18	10,616.82	29.22
614-34622 ADULT GREEN FEES	89,000	6,795.36	5,760.01	6,795.36	82,204.64	7.64
614-34623 ADULT 9/18 SPLIT	0	0.00	0.00	0.00	0.00	0.00
614-34626 PUNCH CARDS	16,000	1,730.22	3,348.85	1,730.22	14,269.78	10.81
614-3463 ELECTRIC CART & STORAGE FEE	20,000	2,099.96	6,096.28	3,370.33	16,629.67	16.85
614-34630 1.5% TOURISM TAX~RANGE BALLS	300	60.07	45.01	60.07	239.93	20.02
614-34631 CART RENTAL	100,000	27,866.89	21,090.61	27,866.89	72,133.11	27.87
614-34632 LAWN BOWLING MAINTENANCE	0	0.00	0.00	0.00	0.00	0.00
614-3464 ANNUAL TRAIL FEES	18,000	7,522.99	10,760.52	8,086.36	9,913.64	44.92
614-34641 LOCKER FEE	1,000	570.90	661.01	631.00	369.00	63.10
614-3465 TOURNAMENT SPONSOR FEE	17,000	0.00	1,197.19	0.00	17,000.00	0.00
614-3466 MISC/GAS/PROG/CLUBHOUSE	2,000	216.44	120.60	216.44	1,783.56	10.82
614-3467 ADVERTISING REVENUE (NO TAX)	3,900	175.00	2,275.00	175.00	3,725.00	4.49
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	450,200	123,743.97	145,008.79	140,425.45	309,774.55	68.81
<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>25.00</u>	<u>25.00</u>	<u>(25.00)</u>	<u>0.00</u>
TOTAL MISCELLANEOUS REVENUE	4,500	25.00	25.00	25.00	4,475.00	99.44
TOTAL REVENUE	454,700	123,768.97	145,033.79	140,450.45	314,249.55	69.11

CITY OF MITCHELL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2023

614-GOLF COURSE

GOLF COURSE

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YTD 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	95,842	7,358.10	26,577.88	29,432.43	66,409.57	30.71
614-45250-41110 OVERTIME	1,000	0.00	0.00	0.00	1,000.00	0.00
614-45250-41120 PART-TIME	58,040	577.20	3,007.47	3,774.00	54,266.00	6.50
614-45250-41200 SOCIAL SECURITY/MEDICARE	11,849	544.60	2,100.97	2,290.03	9,558.97	19.33
614-45250-41300 RETIREMENT	5,811	441.48	1,594.69	1,765.92	4,045.08	30.39
614-45250-41500 GROUP INSURANCE	36,881	3,619.96	9,720.38	14,479.84	22,401.16	39.26
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	209,423	12,541.34	43,001.39	51,742.22	157,680.78	75.29
<u>CURRENT EXPENSES</u>						
614-45250-42100 INSURANCE	9,500	0.00	9,279.53	10,917.05 (	1,417.05)	114.92
614-45250-42200 GOLF PRO CONTRACT	66,525	4,820.45	14,941.30	19,203.23	47,321.77	28.87
614-45250-42250 PROFESSIONAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
614-45250-42300 PUBLISHING	2,000	0.00	275.00	0.00	2,000.00	0.00
614-45250-42500 REPAIR & MAINTENANCE	18,000	140.31	5,027.16	140.31	17,859.69	0.78
614-45250-42600 SUPPLIES & MATERIALS	20,000	1,508.40	5,883.56	9,597.58	10,402.42	47.99
614-45250-42601 SUPPLIES-LAWN BOWLING	0	0.00	0.00	0.00	0.00	0.00
614-45250-42602 CHEMICALS	25,000	0.00	12,268.93	0.00	25,000.00	0.00
614-45250-42603 SAND/GOLF COURSE	5,000	0.00	0.00	0.00	5,000.00	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	15,000	184.04	2,722.29	685.59	14,314.41	4.57
614-45250-42650 UNIFORMS	500	0.00	402.92	0.00	500.00	0.00
614-45250-42690 CHANGE IN INVENTORY	0	0.00	0.00	0.00	0.00	0.00
614-45250-42700 TRAVEL, CONF. & DUES	2,600	0.00	980.74	1,930.37	669.63	74.25
614-45250-42800 UTILITIES	16,000	663.98	2,145.19	2,222.82	13,777.18	13.89
614-45250-42830 UTILITIES-WATER/SEWER	1,300	0.00	257.08	279.93	1,020.07	21.53
614-45250-42920 COMPUTER SOFTWARE	3,600	1,555.20	15,182.81	4,020.70 (	420.70)	111.69
614-45250-42931 SALES TAX	200	0.00 (	19.15)	0.00	200.00	0.00
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	187,725	8,872.38	69,347.36	48,997.58	138,727.42	73.90

CITY OF MITCHELL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2023

614-GOLF COURSE

GOLF COURSE

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YDT ACTUAL	CURRENT YDT ACTUAL	BUDGET BALANCE	% YTD BUDGET
DEPARTMENTAL EXPENDITURES						
<u>CAPITAL OUTLAY</u>						
614-45250-43200 BUILDINGS	0	0.00	0.00	0.00	0.00	0.00
614-45250-43300 IMPROVEMENTS	602,836	0.00	12,100.00	0.00	602,836.00	0.00
614-45250-43400 MACHINERY & EQUIPMENT	<u>155,000</u>	<u>0.00</u>	<u>0.00</u>	<u>25,500.00</u>	<u>129,500.00</u>	<u>16.45</u>
TOTAL CAPITAL OUTLAY	757,836	0.00	12,100.00	25,500.00	732,336.00	96.64
TOTAL GOLF COURSE	1,154,984	21,413.72	124,448.75	126,239.80	1,028,744.20	89.07
	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	1,154,984	21,413.72	124,448.75	126,239.80	1,028,744.20	89.07
REVENUE OVER/(UNDER) EXPENDITURES	(700,284)	102,355.25	20,585.04	14,210.65	(714,494.65)	102.03
<u>OTHER FINANCING SOURCES</u>						
614-3900 FROM GENERAL FUND	550,836	0.00	0.00	0.00	550,836.00	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	555,836	0.00	0.00	0.00	555,836.00	100.00
<u>OTHER FINANCING USES</u>						
614-49000-51100 TRANSFER OUT TO GENERAL	<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 USES	0	0.00	0.00	0.00	0.00	0.00
REVENUES & OTHER SOURCES OVER						
(UNDER) EXPENDITURES & OTHER (USES)	(144,448)	102,355.25	20,585.04	14,210.65	(158,658.65)	109.84

3/29/2023 3:02 PM

REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 48

PACKET: 06447 MEETING 04.03.2023

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
01-00424	RUNNINGS SUPPLY INC					
		I-1589837	614-45250-42600	SUPPLIES & MA CARBORATOR CLEANER,STIHL PARTS	196724	31.06
01-00436	CHS FARMERS ALLIANCE					
		I-IF5326	614-45250-42610	GAS & FUEL GOLF RUBY FIELDMASTER	196632	184.04
01-00712	NAPA CENTRAL					
		I-782294	614-45250-42600	SUPPLIES & MA DEGREASE,RAD SPC	196705	34.52
01-00850	GRAHAM TIRE CO					
		I-404170644	614-45250-42600	SUPPLIES & MA TIRE REPAIR	196658	73.00
01-01830	NORTHWESTERN ENERGY					
		I-2581639-8.03.23	614-45250-42800	UTILITIES 700 W 23RD AVE	196708	296.07
		I-2581875-8.03.23	614-45250-42800	UTILITIES GOLF CLUB HOUSE	196708	300.31
		I-2581876-6.03.23	614-45250-42800	UTILITIES GOLF CART SHED	196708	10.77
		I-2939180-2.03.23	614-45250-42800	UTILITIES 825 INDIAN VILLAGE RD	196708	15.00
01-02880	THUNE TRUE VALUE & APPL					
		I-A535543	614-45250-42600	SUPPLIES & MA METRIC NUTS	196749	10.20
01-08892	ERIC HIEB					
		I-03282023	614-45250-42200	GOLF PRO CONT CLOVER CC FEES	196674	75.71
		I-032823	614-45250-42200	GOLF PRO CONT BASE CONTRACT 4-2023	196674	4,744.74
01-09696	UPPER MIDWEST GARAGE DO					
		I-7133	614-45250-42500	REPAIR & MAIN REPAIR WIRE AT GOLF SHOP	196756	140.31
DEPARTMENT 5250 GOLF COURSE					TOTAL:	5,915.73
FUND 614 GOLF COURSE					TOTAL:	5,915.73

4/13/2023 9:00 AM

REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 51

PACKET: 06463 MEETING 04.17.2023

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
01-00424	RUNNINGS SUPPLY INC					
		I-1597321	614-45250-42600	SUPPLIES & MA POWER WASHER,HOSES	196911	116.39
01-00532	A-OX WELDING SUPPLY CO					
		I-0001294704	614-45250-42600	SUPPLIES & MA OXYGEN REFILL,INSULATOR	196789	85.77
01-00597	EASY PICKER GOLF PRODUC					
		I-0187455-IN	614-45250-42600	SUPPLIES & MA DISC SET ASSEMBLY REPLACEMENT	196835	654.92
01-00712	NAPA CENTRAL					
		I-783410	614-45250-42600	SUPPLIES & MA QUARTS OF OIL	196886	181.08
01-01199	STURDEVANTS AUTO VALUE					
		I-815012116	614-45250-42600	SUPPLIES & MA BATTERY ASSEMBLY,HORSE PWR	196926	225.98
01-01518	VERIZON WIRELESS					
		I-9931273126	614-45250-42800	UTILITIES ACCT #886931646-00001	196940	41.83
01-02679	MENARD'S INC					
		I-51223	614-45250-42600	SUPPLIES & MA SWIFFER,GLADE,TARP	196870	40.10
01-09734	FOREUP GOLF SOFTWARE BI					
		I-04-2023-13156	614-45250-42920	COMPUTER SOFT FOREUP BASE PLAN,TEE SHEETS	196840	1,555.20
DEPARTMENT 5250 GOLF COURSE					TOTAL:	2,901.27
FUND 614 GOLF COURSE					TOTAL:	2,901.27

4/19/2023 11:37 AM

REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 23

PACKET: 06468 CREDIT CARDS 04.19.2023

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
01-07141	FIRST NATIONAL BANK OMA					
		I-04072023.6468	614-45250-42600	SUPPLIES & MA US FLAGS	196949	55.38
				DEPARTMENT 5250 GOLF COURSE	TOTAL:	55.38
				FUND 614 GOLF COURSE	TOTAL:	30.38

April/May Lakeview Golf Course Clubhouse Report

- Opened over Easter Weekend, April didn't see too many nice days. On the nice days it was busy. Have not had an ideal weekend for weather yet.
- Revenue Report
- Rounds Report and Membership Numbers
- Focusing on memberships coming in and on upcoming events and tournaments upcoming in May.

Thanks,

Eric Hieb

2023 Rounds Played & Membership Numbers

Rounds

April 2022 Rounds Played = 1,410
April 2023 Rounds Played = 1,512
Total Rounds Played 2022 = 24,369
Total Rounds Played 2023 = 1,512

Membership

2021 Numbers

Single: 167
Couples: 110
College: 19
Student: 40
Family: 262
Total: 598

2022 Numbers

Single: 159
Couples: 110
College: 14
Student: 33
Family: 232
Total: 548

2023 Numbers

Single: 115
Couples: 76
College: 9
Student: 15
Family: 169
Total: 384 (331 in 2022)

New Members: 40

Punch cards:

- 8 without Cart (9 Holes)
- 5 with Cart (9 Holes)

- 0 without Cart (18 Holes)

- 1 with Cart (18 Holes)

Golf & Cemetery Board Meeting

May 8th 2023

Cemetery

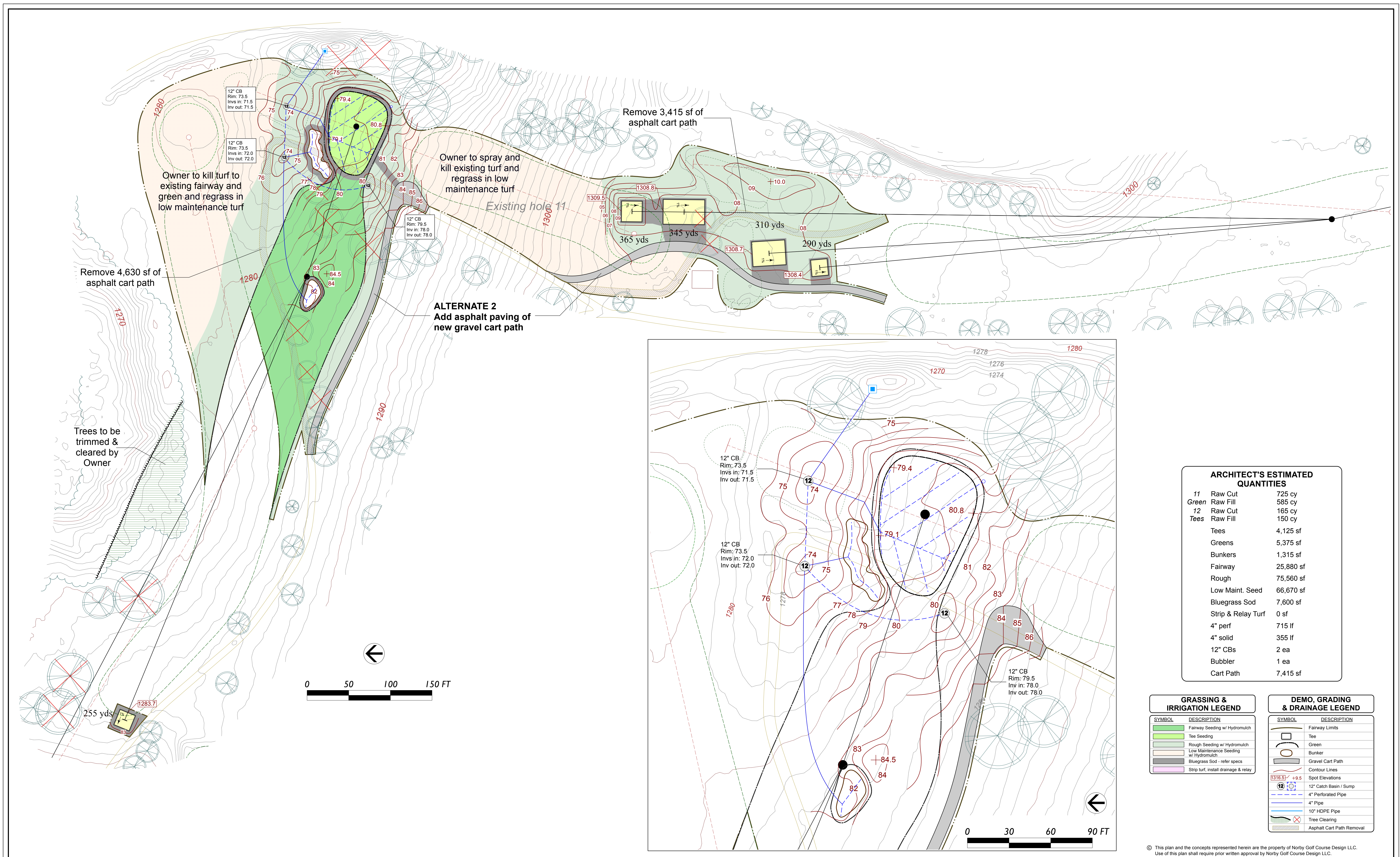
- Kiwanis baby monument project in progress.
- Got the bucket truck from parks to take down problem trees.
- Packing graves.
- Fertilizing parts of cemetery.
- Will start up pumps this week.
- Monument companies are setting.
- Getting geared up for Memorial Day.
- Jon is moving to the engineering department.
 - We are advertising for his position right now.
 - He will stay on until June 11th.

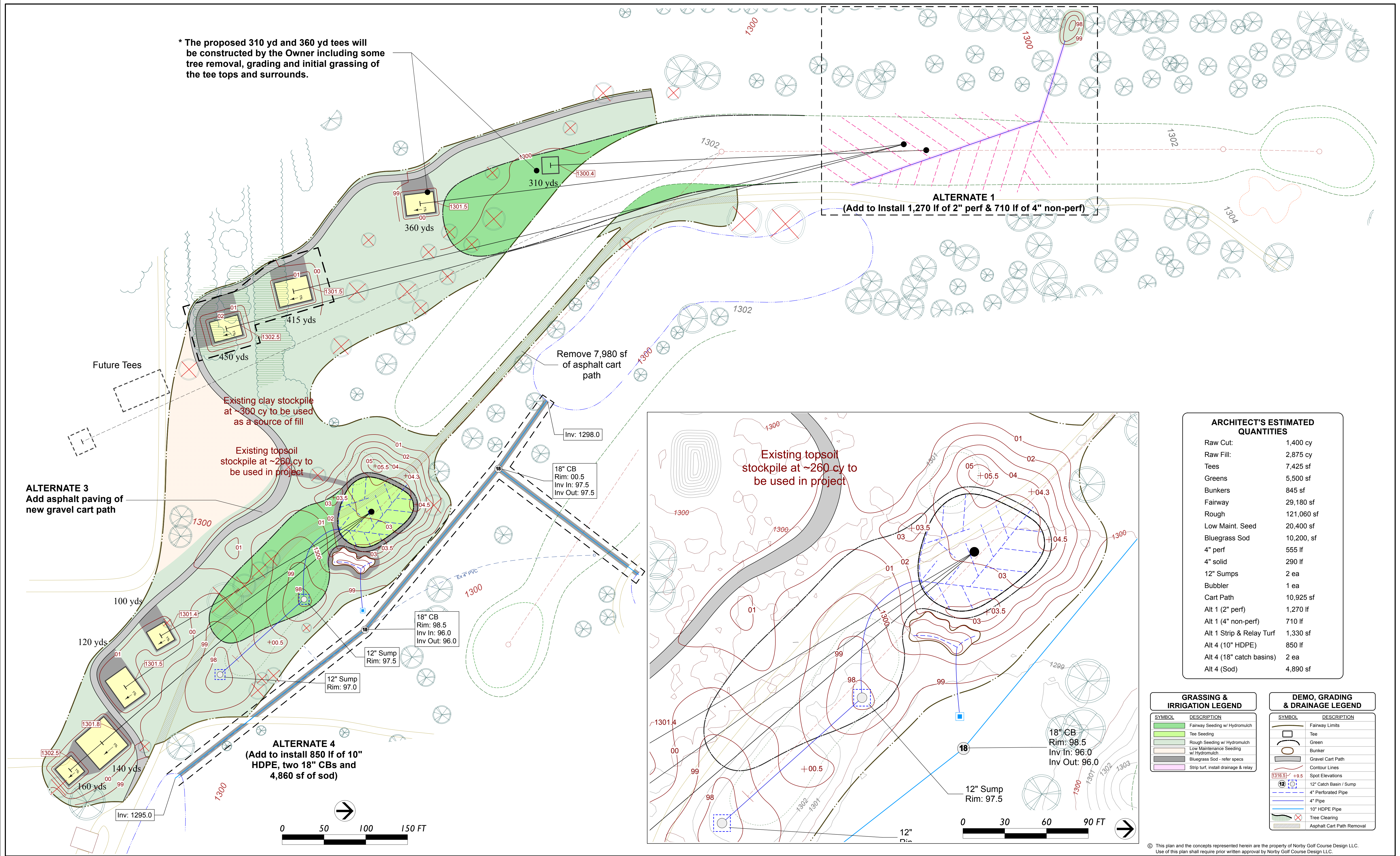
Community Gardens

- Tilling and staking this week.
- Should be open by the end of the day.
- Had to add some dirt to some sections.
- 5 spots available.
- Tiller and tractor broke down.

Golf

- Most irrigation issues are fixed.
- Working on some electrical and valve issues yet.
- Fertilized greens.
- Working with Mr. Norby and Irrigation designer.
- Looking for new sand supplier.
- Tractor is at John Deere with mower.
- One greens mower should be being built right now.
- Training new staff.
- DWU service day on May 2nd 7 from golf team.
- Hopefully set waterfall pump this week.
- Starting to get in routine mowing schedule.
- New range balls are in circulation.
- Had to fix a couple of personal cart shed doors.
- Kevin Thurman helped fix the bathroom fans.
- Forward tee construction will start when fully staffed.





ARCHITECT'S ESTIMATED QUANTITIES	
Raw Cut:	1,400 cy
Raw Fill:	2,875 cy
Tees	7,425 sf
Greens	5,500 sf
Bunkers	845 sf
Fairway	29,180 sf
Rough	121,060 sf
Low Maint. Seed	20,400 sf
Bluegrass Sod	10,200, sf
4" perf	555 lf
4" solid	290 lf
12" Sumps	2 ea
Bubbler	1 ea
Cart Path	10,925 sf
Alt 1 (2" perf)	1,270 lf
Alt 1 (4" non-perf)	710 lf
Alt 1 Strip & Relay Turf	1,330 sf
Alt 4 (10" HDPE)	850 lf
Alt 4 (18" catch basins)	2 ea
Alt 4 (Sod)	4,890 sf

GRASSING & IRRIGATION LEGEND	
SYMBOL	DESCRIPTION
[Green Box]	Fairway Seeding w/ Hydromulch
[Light Green Box]	Tee Seeding
[Dark Green Box]	Rough Seeding w/ Hydromulch
[Light Green Box]	Low Maintenance Seeding w/ Hydromulch
[Blue Box]	Bluegrass Sod - refer specs
[Purple Box]	Strip turf, install drainage & relay

DEMO, GRADING & DRAINAGE LEGEND	
SYMBOL	DESCRIPTION
[Dashed Line]	Fairway Limits
[Circle]	Tee
[Green Circle]	Green
[Bunker Shape]	Bunker
[Line]	Gravel Cart Path
[Dashed Line]	Contour Lines
[Spot]	Spot Elevations
[12" Sump]	12" Catch Basin / Sump
[4" Pipe]	4" Perforated Pipe
[4" Pipe]	4" Pipe
[10" HDPE Pipe]	10" HDPE Pipe
[Tree]	Tree Clearing
[Asphalt]	Asphalt Cart Path Removal

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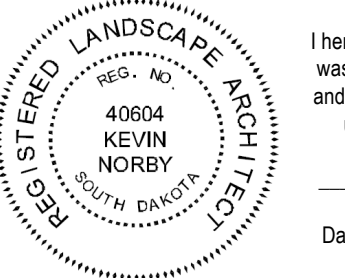


CITY OF MITCHELL
SOUTH DAKOTA

Golf Course Architect:



131 Highland Drive
Carver, MN 55315
(952) 361-0644
email: Kevin@NorbyGolf.com
web: NorbyGolfDesign.com



I hereby specify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly registered Landscape Architect under the laws of the State of South Dakota.

Date: 05/01/2023 Registration #: 40604

FOR REVIEW

Lakeview Golf Course
2023 Golf Course
Improvement Project

May 1, 2023

Revisions:

Holes 14 & 15

2



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Golf Course Architect:



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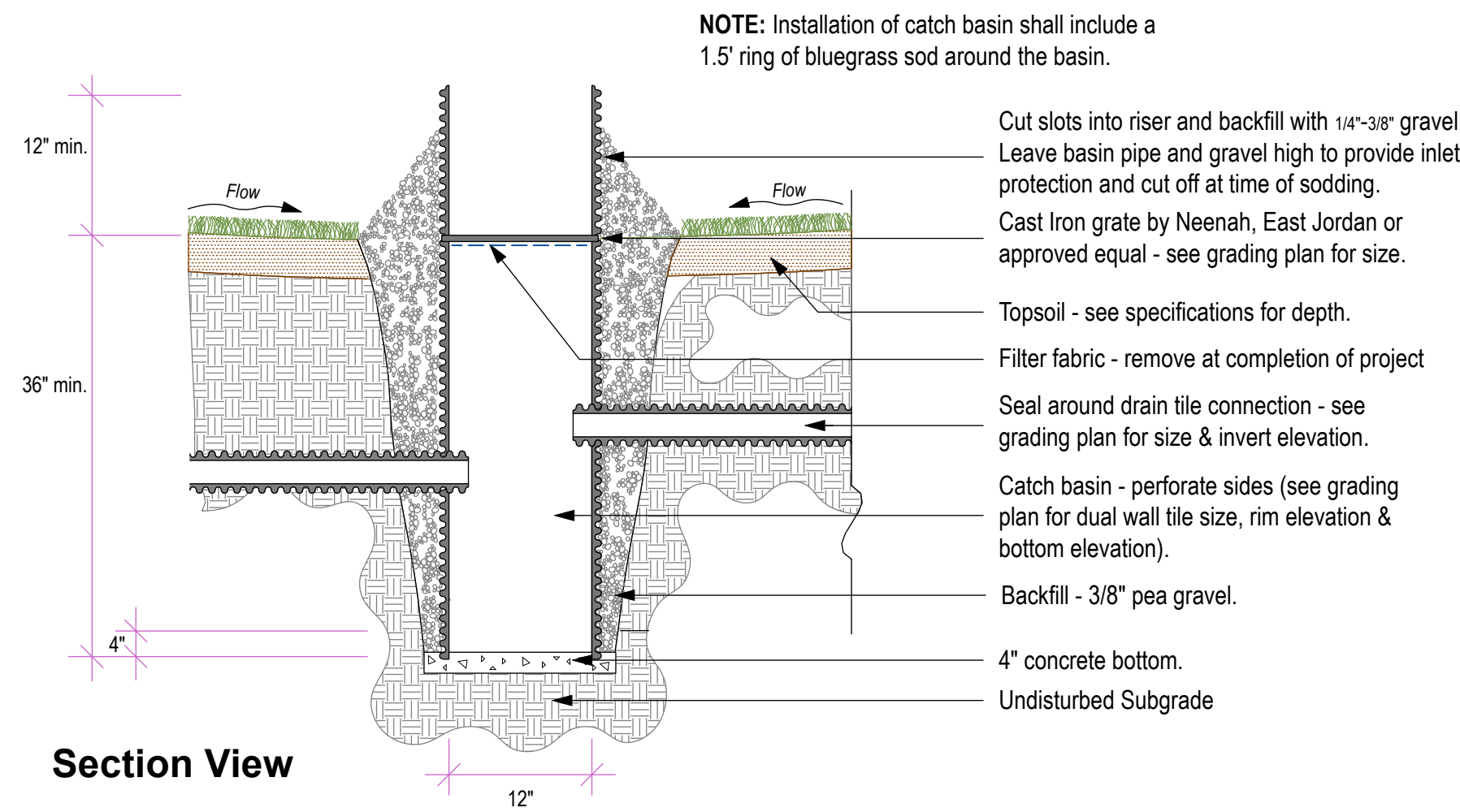
Date: 05/01/2023 Registration #: 40604

FOR REVIEW
Lakeview Golf Course
2023 Golf Course
Improvement Project

May 1, 2023
Revisions:

Irrigation Plan

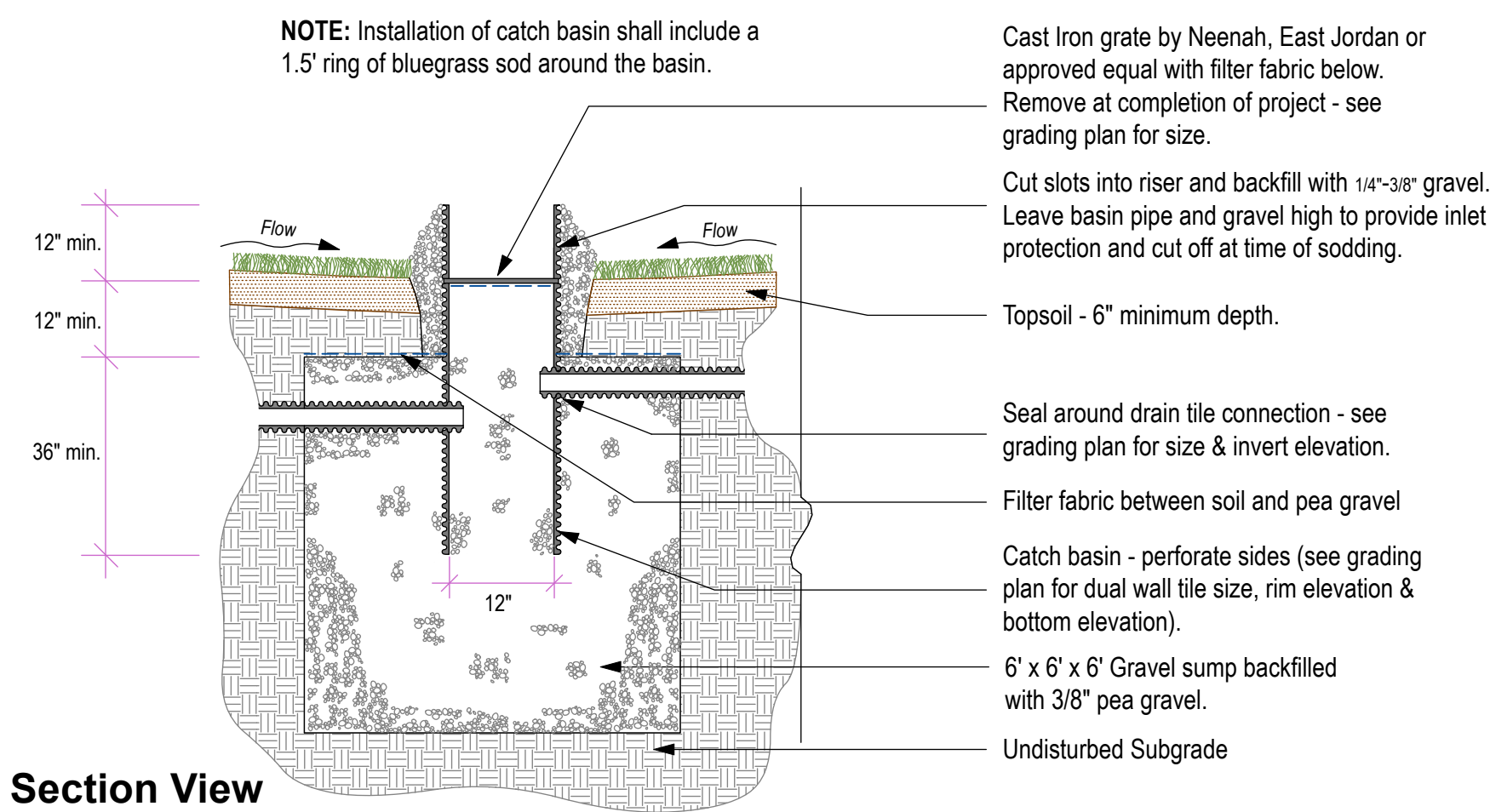
3



Section View

1 Typical Golf Course Catch Basin Detail

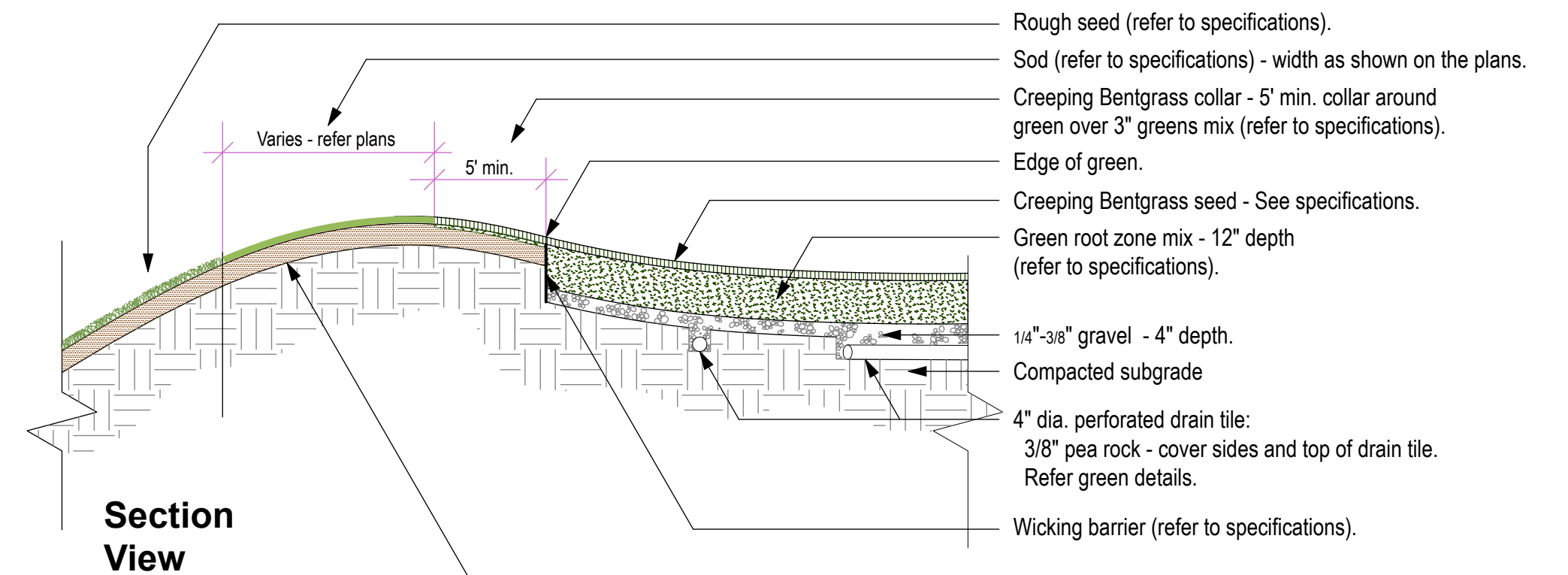
NOT TO SCALE



Section View

2 Typical Golf Course Sump Detail

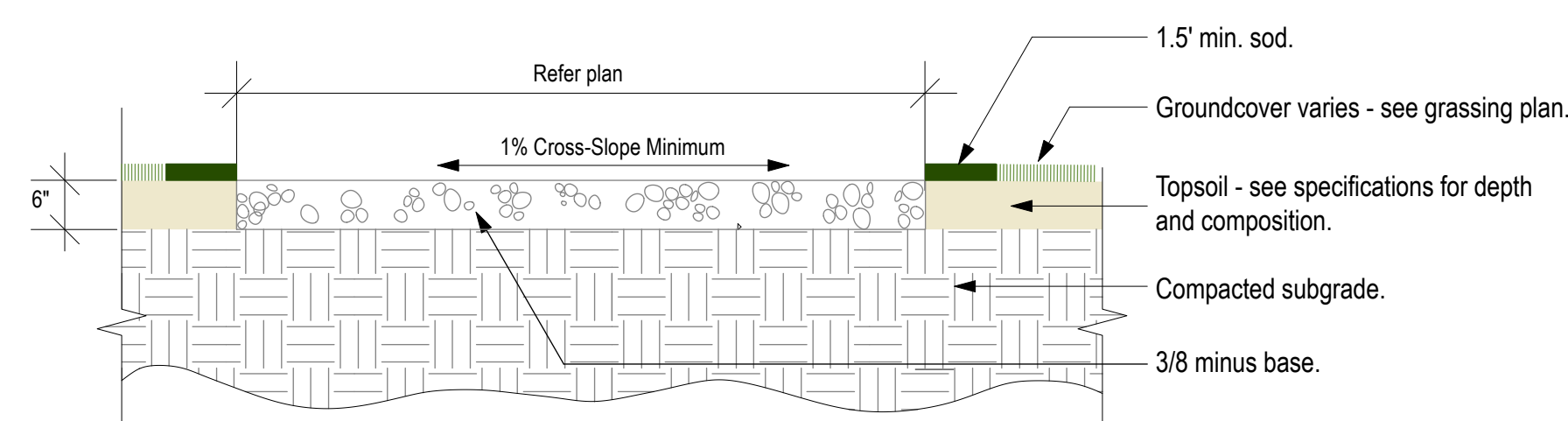
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Section View

3 Typical Green Section Detail

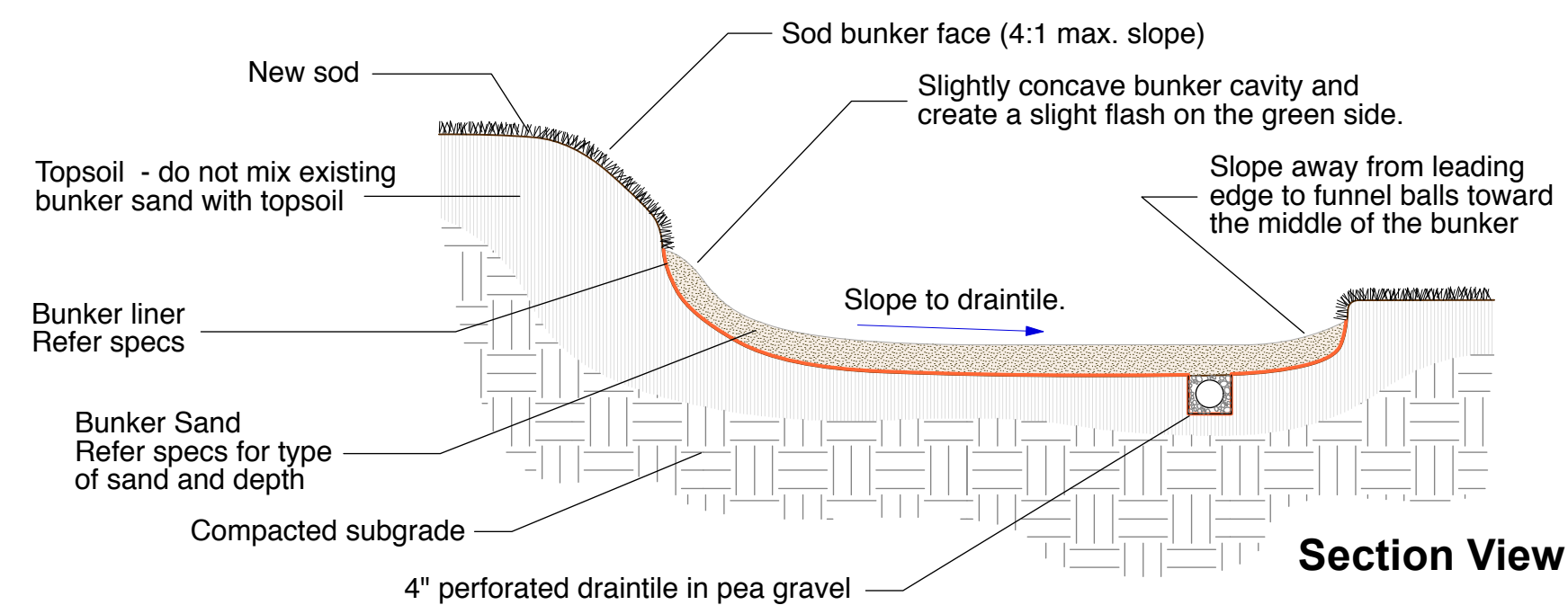
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Section View

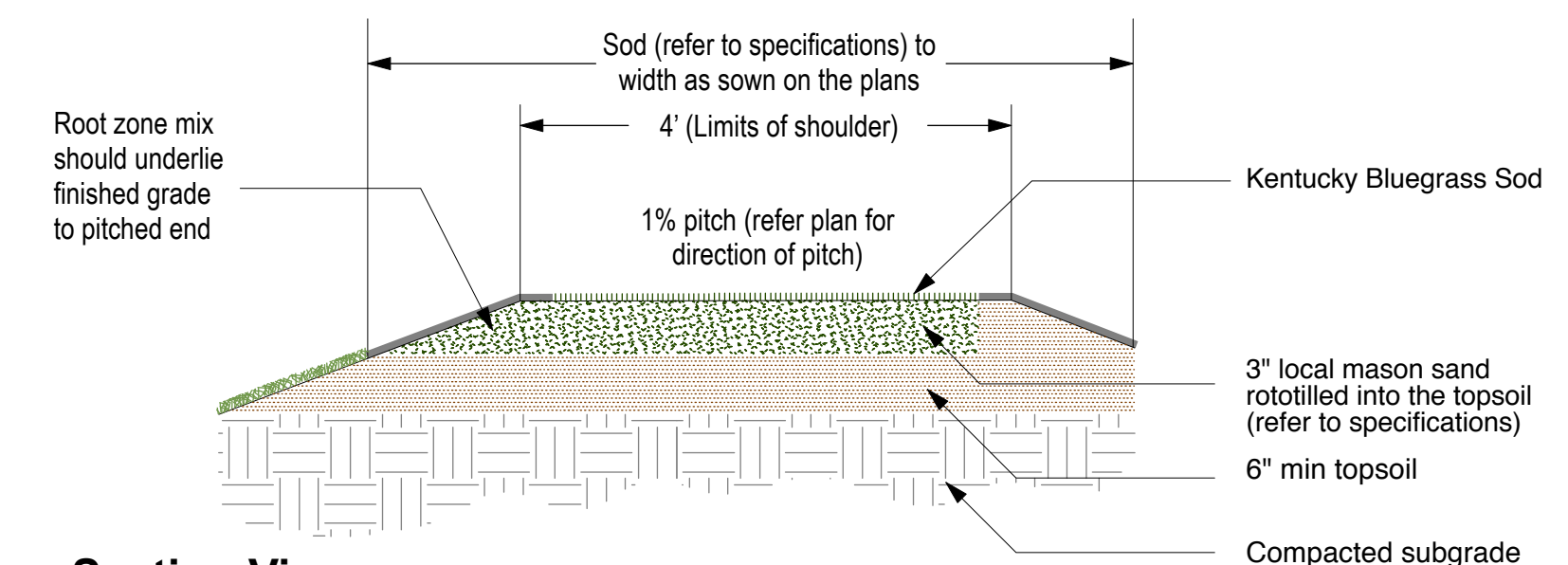
4 3/8 minus Base

NOT TO SCALE



Section View

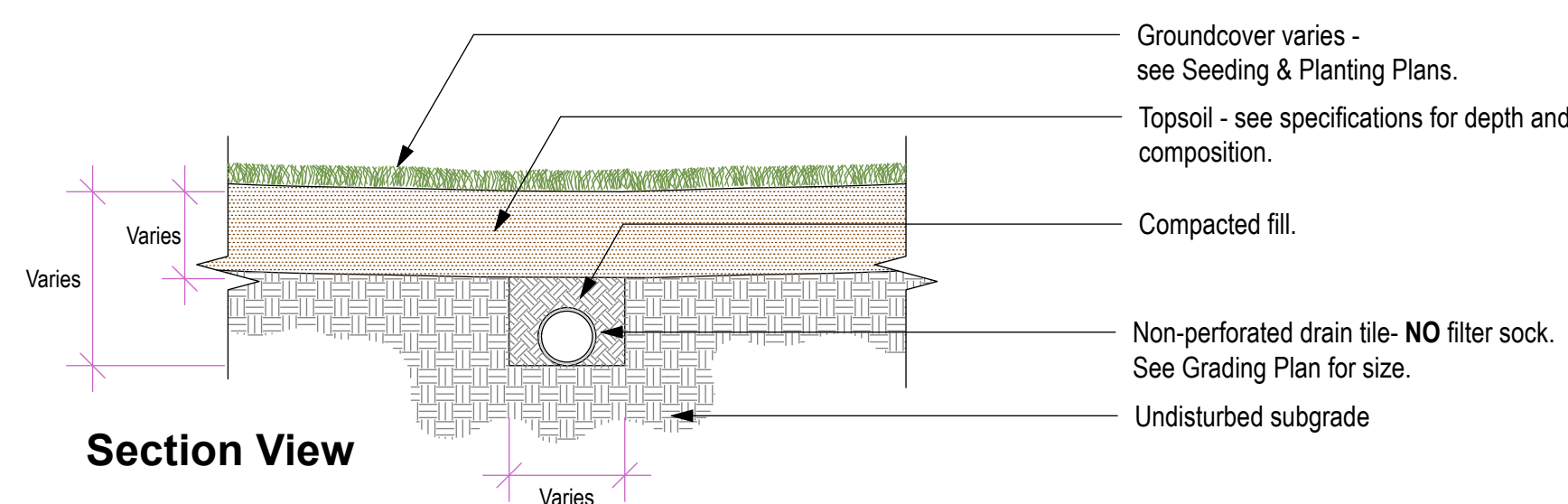
5 Typical Bunker Construction Detail



Section View

6 Typical Tee Detail

NOT TO SCALE



Section View

7 Typical Non-Perforated Drain Tile Detail

NOT TO SCALE

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3300 N Ohlman St. • Mitchell, SD 57301



Golf Course Architect:



I hereby specify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly registered Landscape Architect under the laws of the State of South Dakota.

Kevin Norby

Date: 05/01/2023 Registration #: 40604

FOR REVIEW
Lakeview Golf Course
2023 Golf Course
Improvement Project

May 1, 2023
Revisions:

Construction Details

4