



***POSTPONED* Golf & Cemetery Board Meeting Agenda**

City Council Chambers, City Hall, 612 N. Main Street

December 11, 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. Approve 2024 Golf and Cemetery Fees

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 Meeting
City Council Chambers, City Hall, 612 N. Main Street
November 13, 2023

1. Call to Order

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

Present: Jeff McEntee, Joe Schlimgen, Lynette Shattuck, Joel Reinesch

Absent: Mark Graham, Tom Young, Terry Rietveld. Council Liaison: Dan Sabers

Staff Present: Jason Gunnare, Kevin Nelson, Eric Hieb. Angel DeWaard arrived at 6:05 p.m.

2. Citizen's Input

3. DELEGATIONS

4. Minutes

Motion to approve the Minutes of the September 12, 2023 regular meeting as submitted.
Motion Schlimgen, Seond Reinesch to approve the Minutes of the September 12, 2023 meeting. Motion carried.

5. Approve Financial Reports

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

6. Clubhouse Report

October/November Lakeview Golf Course Clubhouse Report

- October was a little slower than previous years (Last year had State AA Boys Tourney)
- October had nice days where it was busy but came to an abrupt end with cold temps and snow
- Opened up Nov 4th and 5th. Saw some play both days. Good days – worth being open
 - o 67 Golfers Nov 4th
 - o 75 Golfers Nov 5th
- Opening up for play Sunday, November 12th through Thursday, November 16th
- Finishing around the clubhouse clean up, inventory, etc on my end

-Total Rounds for 2023 – 25,236
Thanks,
Eric Hieb

2023 Rounds Played & Membership Numbers Rounds

Total Rounds Played 2022 = 24,369

Total Rounds Played 2023 = 25,236

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: 160

Couples: 104

College: 17

Student: 34

Family: 228

Total: 543

New Members: 40

Punch cards:

- 43 without Cart (9 Holes)

- 37 with Cart (9 Holes)

- 2 without Cart (18 Holes)

- 11 with Cart (18 Holes)

Range Punch Cards

- 45 – 10 Buckets

- 21 – 25 Buckets

7. Superintendent Report

Golf and Cemetery Board

5:45 PM

November, 13th 2023

Golf

- Blew out irrigation and closed the course the last week of October.
- Reopened last weekend, and will take it day by day.

1. Only left flags in.
- Completed fairway aerification last week.
- Started watering what greens I can reach with hoses from club house and shop.
 1. With above normal temperatures will have to water.
 2. Will have to start hauling water to others.
- I am holding off on snow mold protection and sealing greens.
 1. This way I can allow play.
 2. Want to wait until done with watering.
- I have trees marked that need to come down, but waiting for some frost in the ground.
- Sent new greens mower back to dealer to fix a warranty issue.
 1. No word on other greens mower status.
- Chopping leaves and doing fall work to get ready for winter.

Cemetery

- Block work in east ditch will be finished this week.
- Calvary cemetery extended block 9 to the north.
- Finishing up fall work.
- Chopping leaves.
- Packing graves.
- Doug passed his CDL training.
- Simplified water system with ball valves and new covers.
- Marking corners for snow removal.
- Marking corner lots for winter lot sales.

Golf & Cemetery Superintendent
Jason Gunnare

8. Discussion: Golf Cart Definition

A discussion was held on the definition of a golf cart. Gunnare noted he would put together a detailed document and bring it back to the Board for their approval.

9. Discussion: Phase 2

The Board held a brief discussion on Phase 2, with approximate completion by June 2025.

10. Executive Session: Motion To Enter Into Executive Session In Accordance With SDCL 1-25-2 (5) Discussing Marketing Or Pricing Strategies

Motion Reinesch, Second Shattuck to enter into Executive Session as permitted by SDCL 1-25-2 (5) Discussing Marketing or Pricing Strategies. Motion carried.

Motion Reinesch, Second Shattuck to exit Executive Session at 7:40 PM. Motion carried.

11. Adjournment

Next meeting date: Monday, December 11, 2023 at 5:45 PM

There being no further business, the Board adjourned at 7:41 PM

CITY OF MITCHELL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 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>6,665.00</u>	<u>123,124.74</u>	<u>111,412.00</u>	<u>25,988.00</u>	<u>81.09</u>
TOTAL REVENUES	137,400	6,665.00	123,124.74	111,412.00	25,988.00	18.91
<u>EXPENDITURE SUMMARY</u>						
<u>CEMETERY</u>						
SALARIES	241,594	12,851.34	185,967.79	196,392.30	45,201.70	81.29
CURRENT EXPENSES	51,900	4,292.90	48,224.36	43,957.54	7,942.46	84.70
CAPITAL OUTLAY	<u>36,000</u>	<u>0.00</u>	<u>14,677.00</u>	<u>400.00</u>	<u>35,600.00</u>	<u>1.11</u>
TOTAL CEMETERY	<u>329,494</u>	<u>17,144.24</u>	<u>248,869.15</u>	<u>240,749.84</u>	<u>88,744.16</u>	<u>26.93</u>
TOTAL EXPENDITURES	329,494	17,144.24	248,869.15	240,749.84	88,744.16	26.93
REVENUE OVER/(UNDER) EXPENDITURES	(192,094)	(10,479.24)	(125,744.41)	(129,337.84)	(62,756.16)	32.67

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

101-GENERAL

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YTD ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>CHARGES-GOODS & SERVICES</u>						
101-348 CEMETERY PERMITS	5,000	240.00	4,570.00	4,500.00	500.00	90.00
101-3481 CEMETERY OPENINGS	60,000	5,350.00	41,875.00	43,362.05	16,637.95	72.27
101-3482 CEMETERY LOT SALES	38,000	725.00	35,040.00	33,895.00	4,105.00	89.20
101-3483 CEMETERY SAT FUNERAL FEE	4,000	350.00	3,850.00	2,805.94	1,194.06	70.15
101-3484 CEMETERY MAINTENANCE FEES	22,000	0.00	21,114.74	21,864.74	135.26	99.39
101-3485 COLUMBARIUM LOT SALES	<u>8,400</u>	<u>0.00</u>	<u>16,675.00</u>	<u>4,984.27</u>	<u>3,415.73</u>	<u>59.34</u>
TOTAL CHARGES-GOODS & SERVICES	137,400	6,665.00	123,124.74	111,412.00	25,988.00	18.91
TOTAL REVENUE	137,400	6,665.00	123,124.74	111,412.00	25,988.00	18.91

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

101-GENERAL
CEMETERY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YDT ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
DEPARTMENTAL EXPENDITURES						
<u>SALARIES</u>						
101-43700-41100 SALARIES	133,848	10,130.27	108,659.67	114,584.23	19,263.77	85.61
101-43700-41110 OVERTIME	1,250	0.00	1,204.10	1,540.08 (	290.08)	123.21
101-43700-41120 PART-TIME	29,100	1,135.90	22,771.82	30,993.70 (	1,893.70)	106.51
101-43700-41200 SOCIAL SECURITY/MEDICARE	12,562	841.01	9,627.04	10,752.60	1,809.40	85.60
101-43700-41300 RETIREMENT	8,106	607.84	6,587.22	6,891.82	1,214.18	85.02
101-43700-41500 GROUP INSURANCE	56,728	136.32	37,117.94	31,629.87	25,098.13	55.76
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	12,851.34	185,967.79	196,392.30	45,201.70	18.71
<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	0.00	1,901.38	1,563.39	1,436.61	52.11
101-43700-42510 HEADSTONE REPAIR & MAINT	1,000	0.00	400.00	165.00	835.00	16.50
101-43700-42600 SUPPLIES & MATERIALS	16,000	1,377.48	15,823.71	13,395.97	2,604.03	83.72
101-43700-42602 CHEMICALS	8,000	1,366.57	8,377.04	7,963.19	36.81	99.54
101-43700-42603 WEED EATERS SUPPLIES	1,500	0.00	1,525.33	1,506.93 (	6.93)	100.46
101-43700-42604 TREES, SOD & SEED	2,000	0.00	1,495.00	1,999.99	0.01	100.00
101-43700-42610 GAS & FUEL	10,000	952.13	9,796.40	8,306.78	1,693.22	83.07
101-43700-42650 UNIFORMS	500	0.00	432.91	294.52	205.48	58.90
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	500.55	4,369.69	4,666.89	333.11	93.34
101-43700-42830 UTILITIES-WATER/SEWER	1,200	96.17	854.57	1,256.00 (	56.00)	104.67
101-43700-42999 REFUND OF FEES	<u>1,200</u>	<u>0.00</u>	<u>2,700.00</u>	<u>2,343.00</u> (	<u>1,143.00)</u>	<u>195.25</u>
TOTAL CURRENT EXPENSES	51,900	4,292.90	48,224.36	43,957.54	7,942.46	15.30
<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>14,677.00</u>	<u>400.00</u>	<u>7,100.00</u>	<u>5.33</u>
TOTAL CAPITAL OUTLAY	36,000	0.00	14,677.00	400.00	35,600.00	98.89
TOTAL CEMETERY	329,494	17,144.24	248,869.15	240,749.84	88,744.16	26.93
	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	329,494	17,144.24	248,869.15	240,749.84	88,744.16	26.93
REVENUE OVER/ (UNDER) EXPENDITURES	(192,094)	(10,479.24)	(125,744.41)	(129,337.84)	(62,756.16)	32.67

WARNING 2,204 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

11/02/2023 1:53 PM

REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 21

PACKET : 06636 06640 06641

VENDOR SET: Mult

FUND : 101 GENERAL

DEPARTMENT: 3700 CEMETERY

BANK: Multi

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-00424	RUNNINGS SUPPLY INC					
		I-1717019	101-43700-42600	SUPPLIES & MA FEMALE ADAPTOR,PRESSURE GAUGE	199446	127.95
		I-1717617	101-43700-42600	SUPPLIES & MA STIHL PART	199446	14.99
01-00436	CBS FARMERS ALLIANCE					
		I-IF7362	101-43700-42610	GAS & FUEL RUBY FIELDMASTER	199327	729.18
		I-IF7363	101-43700-42610	GAS & FUEL UNLEADED BLEND	199327	222.95
		I-IY8479	101-43700-42600	SUPPLIES & MA MOBIL DTE 10	199327	148.35
01-00671	VAN DIEST SUPPLY CO					
		I-85757	101-43700-42602	CHEMICALS HERBICIDE,TRANSFILM	199483	717.00
		I-85758	101-43700-42602	CHEMICALS CROP OIL	199483	51.85
01-01395	MITCHELL CONCRETE PRODU					
		I-105100	101-43700-42600	SUPPLIES & MA PEA ROCK	199410	109.80
01-01830	NORTHWESTERN ENERGY					
		I-2581639-8.10.23	101-43700-42800	UTILITIES 700 W 23RD AVE	199425	111.51
		I-2581642-2.10.23	101-43700-42800	UTILITIES 600 W 23RD AVE PMP	199425	272.35
01-02679	MENARD'S INC					
		I-59997	101-43700-42600	SUPPLIES & MA LED BAY,BUSHING,VALVE BALLS	199395	561.92
		I-60175	101-43700-42600	SUPPLIES & MA STAKE FLAGS,OIL DRI,TOOLBOX	199395	83.00
01-02880	TEUNE TRUE VALUE & APPL					
		I-A552560	101-43700-42600	SUPPLIES & MA CONNECTORS,VALVES,ELBOWS	199473	25.06
		I-A553890	101-43700-42600	SUPPLIES & MA LEAF BAGS,BLEACH	199473	25.57
01-09058	SITEONE LANDSCAPE SUPPL					
		I-135809699-001	101-43700-42602	CHEMICALS FUNGICIDE,HERBICIDE	199464	597.72
DEPARTMENT 3700 CEMETERY					TOTAL:	3,799.20

11/15/2023 12:09 PM

REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 22

PACKET : 06651 06652 06653 06654

VENDOR SET: Mult

FUND : 101 GENERAL

DEPARTMENT: 3700 CEMETERY

BANK: Multi

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-00445	CITY OF MITCHELL					
		I-04-006500-00.11.23	101-43700-42830	UTILITIES-WAT COMMUNITY GARDEN	199526	96.17
01-00712	NAPA CENTRAL					
		I-792662	101-43700-42600	SUPPLIES & MA FUEL FILTERS	199626	27.84
		I-792933	101-43700-42600	SUPPLIES & MA SPARK PLUGS	199626	19.62
01-01490	MUELLER LUMBER CO. INC.					
		I-292672	101-43700-42600	SUPPLIES & MA 8" SQUARE DR ACQ DECK	199624	13.58
01-01518	VERIZON WIRELESS					
		I-9948014176	101-43700-42800	UTILITIES ACCT #886931646-00001	199688	71.69
01-02679	MENARD'S INC					
		I-61039	101-43700-42600	SUPPLIES & MA BALL VALVES,BUSHINGS	199610	30.33
01-02880	THUNE TRUE VALUE & APPL					
		I-A554212	101-43700-42600	SUPPLIES & MA LEVEL,NAIL-ON	199680	24.73
		I-A554350	101-43700-42600	SUPPLIES & MA NAIL-ON,BATTERIES	199680	18.28
		I-A554862	101-43700-42600	SUPPLIES & MA LINE LEVEL	199680	5.49
		I-B281359	101-43700-42600	SUPPLIES & MA PRIMER	199680	36.45
01-08130	C & B OPERATIONS LLC					
		I-12469500	101-43700-42600	SUPPLIES & MA V-BELT,SCAG	199515	104.52
01-10412	JON THURMAN					
		I-09302023	101-43700-42800	UTILITIES 3RD QTR CELL PHONE	199681	45.00
				DEPARTMENT 3700 CEMETERY	TOTAL:	493.70

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

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	450,200	14,714.08	535,526.64	587,289.40 (	137,089.40)	130.45
MISCELLANEOUS REVENUE	<u>4,500</u>	<u>0.00</u>	<u>372.76</u>	<u>372.42</u>	<u>4,127.58</u>	<u>8.28</u>
TOTAL REVENUES	454,700	14,714.08	535,899.40	587,661.82 (	132,961.82)	29.24-
<u>EXPENDITURE SUMMARY</u>						
<u>GOLF COURSE</u>						
OTHER	0	0.00	0.00	0.00	0.00	0.00
SALARIES	209,423	11,982.41	165,121.61	179,486.95	29,936.05	85.71
CURRENT EXPENSES	187,725	12,932.22	181,939.04	200,181.68 (	12,456.68)	106.64
CAPITAL OUTLAY	<u>757,836</u>	<u>0.00</u>	<u>155,966.71</u>	<u>129,108.00</u>	<u>628,728.00</u>	<u>17.04</u>
TOTAL GOLF COURSE	<u>1,154,984</u>	<u>24,914.63</u>	<u>503,027.36</u>	<u>508,776.63</u>	<u>646,207.37</u>	<u>55.95</u>
TOTAL EXPENDITURES	1,154,984	24,914.63	503,027.36	508,776.63	646,207.37	55.95
REVENUE OVER/ (UNDER) EXPENDITURES	(700,284) (	10,200.55)	32,872.04	78,885.19 (	779,169.19)	111.26
OTHER SOURCES	555,836	0.00	62,982.00	6,400.00	549,436.00	1.15
OTHER USES	0	0.00	0.00	0.00	0.00	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER (USES)	(144,448) (	10,200.55)	95,854.04	85,285.19 (	229,733.19)	0.00

CITY OF MITCHELL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 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	3,654.19	159,637.48	157,877.11 (	7,877.11)	105.25
614-3462 RANGE MEMBERSHIP	18,000	0.00	18,446.46	18,334.87 (	334.87)	101.86
614-34620 RANGE BALLS	15,000	20.24	21,703.63	25,667.59 (	10,667.59)	171.12
614-34622 ADULT GREEN FEES	89,000	1,515.86	116,680.00	140,315.78 (	51,315.78)	157.66
614-34623 ADULT 9/18 SPLIT	0	0.00	0.00	0.00	0.00	0.00
614-34626 PUNCH CARDS	16,000	205.22	15,441.96	18,951.42 (	2,951.42)	118.45
614-3463 ELECTRIC CART & STORAGE FEE	20,000	6,951.65	21,058.00	17,869.82	2,130.18	89.35
614-34630 1.5% TOURISM TAX~RANGE BALLS	300	0.30	325.64	385.04 (	85.04)	128.35
614-34631 CART RENTAL	100,000	2,210.83	129,459.52	160,609.29 (	60,609.29)	160.61
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	18,105.06	16,635.96	1,364.04	92.42
614-34641 LOCKER FEE	1,000	0.00	1,051.63	1,033.58 (	33.58)	103.36
614-3465 TOURNAMENT SPONSOR FEE	17,000	112.99	27,688.75	24,463.69 (	7,463.69)	143.90
614-3466 MISC/GAS/PROG/CLUBHOUSE	2,000	42.80	1,903.51	1,690.25	309.75	84.51
614-3467 ADVERTISING REVENUE (NO TAX)	3,900	0.00	4,025.00	3,455.00	445.00	88.59
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	14,714.08	535,526.64	587,289.40 (	137,089.40)	30.45-
<u>MISCELLANEOUS REVENUE</u>						
614-367 CONTRIBUTION FR PRIVATE SOURCE	0	0.00	200.00	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>0.00</u>	<u>172.76</u>	<u>372.42</u> (	<u>372.42</u>)	<u>0.00</u>
TOTAL MISCELLANEOUS REVENUE	4,500	0.00	372.76	372.42	4,127.58	91.72
TOTAL REVENUE	454,700	14,714.08	535,899.40	587,661.82 (	132,961.82)	29.24-

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

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	95,842	7,358.10	77,997.09	84,618.21	11,223.79	88.29
614-45250-41110 OVERTIME	1,000	0.00	1,237.05	783.58	216.42	78.36
614-45250-41120 PART-TIME	58,040	3,288.01	49,765.36	53,157.38	4,882.62	91.59
614-45250-41200 SOCIAL SECURITY/MEDICARE	11,849	794.06	9,486.09	10,080.59	1,768.41	85.08
614-45250-41300 RETIREMENT	5,811	441.48	4,725.55	5,102.45	708.55	87.81
614-45250-41500 GROUP INSURANCE	36,881	100.76	21,910.47	25,744.74	11,136.26	69.80
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	11,982.41	165,121.61	179,486.95	29,936.05	14.29
<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	6,414.07	66,701.90	78,433.71 (	11,908.71)	117.90
614-45250-42250 PROFESSIONAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
614-45250-42300 PUBLISHING	2,000	17.98	1,968.90	1,852.05	147.95	92.60
614-45250-42400 RENTALS	0	0.00	0.00	3,000.00 (	3,000.00)	0.00
614-45250-42500 REPAIR & MAINTENANCE	18,000	79.98	6,686.08	16,215.95	1,784.05	90.09
614-45250-42600 SUPPLIES & MATERIALS	20,000	410.08	16,692.60	19,996.94	3.06	99.98
614-45250-42601 SUPPLIES-LAWN BOWLING	0	0.00	0.00	0.00	0.00	0.00
614-45250-42602 CHEMICALS	25,000	804.35	18,721.14	24,528.46	471.54	98.11
614-45250-42603 SAND/GOLF COURSE	5,000	1,615.82	2,911.58	4,858.80	141.20	97.18
614-45250-42604 TREES & SOD	2,500	0.00	2,385.05 (	546.58)	3,046.58	21.86-
614-45250-42610 GAS & FUEL	15,000	1,432.37	17,797.06	14,223.75	776.25	94.83
614-45250-42650 UNIFORMS	500	195.00	452.91	375.95	124.05	75.19
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	2,443.39	156.61	93.98
614-45250-42800 UTILITIES	16,000	1,954.48	18,892.76	17,764.71 (	1,764.71)	111.03
614-45250-42830 UTILITIES-WATER/SEWER	1,300	0.00	1,555.32	1,712.05 (	412.05)	131.70
614-45250-42920 COMPUTER SOFTWARE	3,600	0.00	16,622.81	4,020.70 (	420.70)	111.69
614-45250-42931 SALES TAX	200	8.09	290.66	384.75 (	184.75)	192.38
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	12,932.22	181,939.04	200,181.68 (	12,456.68)	6.64-

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

614-GOLF COURSE

GOLF COURSE

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YDT ACTUAL	CURRENT YTD 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	53,862.71	32,400.00	570,436.00	5.37
614-45250-43400 MACHINERY & EQUIPMENT	<u>155,000</u>	<u>0.00</u>	<u>102,104.00</u>	<u>96,708.00</u>	<u>58,292.00</u>	<u>62.39</u>
TOTAL CAPITAL OUTLAY	757,836	0.00	155,966.71	129,108.00	628,728.00	82.96
TOTAL GOLF COURSE	1,154,984	24,914.63	503,027.36	508,776.63	646,207.37	55.95
	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	1,154,984	24,914.63	503,027.36	508,776.63	646,207.37	55.95
REVENUE OVER/ (UNDER) EXPENDITURES	(700,284)	(10,200.55)	32,872.04	78,885.19	(779,169.19)	111.26
<u>OTHER FINANCING SOURCES</u>						
614-3900 FROM GENERAL FUND	550,836	0.00	59,947.00	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>3,035.00</u>	<u>6,400.00</u>	<u>(1,400.00)</u>	<u>128.00</u>
TOTAL OTHER FINANCING SOURCES	555,836	0.00	62,982.00	6,400.00	549,436.00	98.85
<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)	(10,200.55)	95,854.04	85,285.19	(229,733.19)	159.04

11/02/2023 1:53 PM

REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 52

PACKET : 06636 06640 06641

VENDOR SET: Mult

FUND : 614 GOLF COURSE

DEPARTMENT: 5250 GOLF COURSE

BANK: Multi

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-00008	ELFSTRAND'S ACE HARDWAR	I-1424/1	614-45250-42500	REPAIR & MAIN RYL EXT FLT	199347	79.98
01-00356	QUALIFIED PRESORT	I-2279-3531	614-45250-42600	SUPPLIES & MA POSTAGE 10.1-15.2023	199442	0.66
01-00436	CBS FARMERS ALLIANCE	I-IF7361	614-45250-42610	GAS & FUEL UNLEADED FUEL	199327	480.25
		I-IF7362	614-45250-42610	GAS & FUEL RUBY FIELDMASTER	199327	729.17
		I-IF7363	614-45250-42610	GAS & FUEL UNLEADED BLEND	199327	222.95
01-00671	VAN DIEST SUPPLY CO	I-85757	614-45250-42602	CHEMICALS HERBICIDE,TRANSFILM	199483	300.00
01-01404	MITCHELL IRON & SUPPLY	I-80839	614-45250-42600	SUPPLIES & MA V BELT	199412	60.14
01-01590	MCLEOD'S PRINTING	I-70744	614-45250-42300	PUBLISHING THERMAL ROLLS	199394	17.98
01-01830	NORTHWESTERN ENERGY	I-2581639-8.10.23	614-45250-42800	UTILITIES 700 W 23RD AVE	199425	111.50
		I-2581641-4.10.23	614-45250-42800	UTILITIES W 23RD	199425	10.15
		I-2581643-0.10.23	614-45250-42800	UTILITIES GOLF PUMP 100 H	199425	1,035.10
		I-2581875-8.10.23	614-45250-42800	UTILITIES GOLF CLUB HOUSE	199425	438.11
		I-2581876-6.10.23	614-45250-42800	UTILITIES GOLF CART SEED	199425	34.11
		I-2939180-2.10.23	614-45250-42800	UTILITIES 825 INDIAN VILLAGE RD	199425	96.81
01-02051	MIDCONTINENT COMMUNICAT	I-02630670213627	614-45250-42800	UTILITIES ACCT #026306702	199402	93.39
01-05099	EMME SAND & GRAVEL	I-9580	614-45250-42603	SAND/GOLF COU TOP DRESSING SAND	199348	1,615.82
01-08130	C & B OPERATIONS LLC	I-12439966	614-45250-42600	SUPPLIES & MA FITTING,HOSE FITTING,HOSES	199317	72.28
01-08892	ERIC HIEB	I-10302023	614-45250-42200	GOLF PRO CONT BASE CONTRACT 11-2023	199365	5,772.31
		I-103023	614-45250-42200	GOLF PRO CONT CLOVER CC FEES REIMBURSED	199365	641.76
01-09058	SITEONE LANDSCAPE SUPPL	C-133146266-001	614-45250-42602	CHEMICALS CUSTOMER REBATE	199464	410.65-
		I-135809699-001	614-45250-42602	CHEMICALS FUNGICIDE,HERBICIDE	199464	915.00

DEPARTMENT 5250	GOLF COURSE	TOTAL:	12,316.82
-----------------	-------------	--------	-----------

FUND 614	GOLF COURSE	TOTAL:	12,316.82
----------	-------------	--------	-----------

11/15/2023 12:09 PM

REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 54

PACKET : 06651 06652 06653 06654

VENDOR SET: Mult

FUND : 614 GOLF COURSE

DEPARTMENT: 5250 GOLF COURSE

BANK: Multi

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-00008	ELFSTRAND'S ACE HARDWAR	I-1536/1	614-45250-42600	SUPPLIES & MA BRUSH,PUTTY KNIFE	199553	12.18
01-00436	CHS FARMERS ALLIANCE	I-IY8778	614-45250-42600	SUPPLIES & MA MOBIL RARUS CHEVRON	199525	160.30
01-01518	VERIZON WIRELESS	I-9948014176	614-45250-42800	UTILITIES ACCT #886931646-00001	199688	41.92
01-02051	MIDCONTINENT COMMUNICAT	I-02630670213686	614-45250-42800	UTILITIES ACCT #026306702	199611	93.39
01-04678	LAKEVIEW GOLF COURSE	I-10102023	614-45250-42650	UNIFORMS GUNNARE LOGOD RAIN SUIT	199598	190.00
01-08130	C & B OPERATIONS LLC	I-12469500	614-45250-42600	SUPPLIES & MA V-BELT,SCAG	199515	104.52
01-08594	MAKE IT MINE DESIGNS	I-32023	614-45250-42650	UNIFORMS VINYL LETTERING	199606	5.00
DEPARTMENT 5250 GOLF COURSE					TOTAL:	607.31
FUND 614 GOLF COURSE					TOTAL:	607.31

November/December Lakeview Golf Course Clubhouse Report

- Opened up Nov 4th and 5th. Saw some play both days. Good days – worth being open
 - o 67 Golfers Nov 4th
 - o 75 Golfers Nov 5th
 - Opened up for play Sunday, November 12th through Thursday, November 16th
 - Last day of play was Thursday, November 16th
 - Overall was a great year (with a later start than usual April 10th opening), Revenue was up from last year and golf continues to grow year by year. Hope to keep that momentum into 2024.
 - Having my pro shop Christmas Sale at the clubhouse this year during December.
 - Finishing around the clubhouse clean up, inventory, etc on my end
 - Total Rounds for 2023 – 25,416
-
- Credit Card 3% Processing fee option
 - o Can be done but not very user friendly
 - o Have to manually add the fee to each credit/debit card transaction each time
 - So if the customer pays cash and we forget to take off the fee or if we forget to add the fee back in on a credit/debit card transaction after a cash transaction...can become confusing and when we are busy during a tournament, it is another step to get someone through
 - Have to keep the right at what the actual rate is to stay within compliance

Thanks,

Eric Hieb

Golf and Cemetery Board

5:45 PM

DECEMBER, 11th 2023

GOLF

- Hauled in 450 yards of fill for phase 2.
- Equipment package approved for 2025.
- Doing some shop clean up and putting away for winter.
- 2nd new greens mower arrived with extra set of reels.
- Getting ready for new grinders.
- Will probably have to start watering greens again with the forecast.
- Hoping to start tree work soon.

CEMETERY

- Finished Block wall in east ditch.
- New water heater in shop.
- Need to rebuild shop dumpster.
- Mapping issues with uploading is holding up progress.
- Working with monument company on donating baby section monuments.
- Trying to finish up on a lot of odds and ends before winter.
- Doing analysis of each block's available graves.

Golf & Cemetery Superintendent

Jason Gunnare

2024 Fee Justification

	2017	2018	2019	2020	2021	2022	2023	Proposed 2024
9-hole		\$ 18.00	\$ 18.00	\$ 18.00	\$ 20.00	\$ 20.00	\$ 22.00	\$ 22.00
18-hole		\$ 28.00	\$ 28.00	\$ 28.00	\$ 30.00	\$ 30.00	\$ 32.00	\$ 32.00
9- hole weekend								\$25
18- hold weekend								\$35
Youth 9		\$ 10.00	\$ 10.00	\$ 10.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00
youth 18		\$ 16.00	\$ 16.00	\$ 16.00	\$ 18.00	\$ 18.00	\$ 18.00	\$ 18.00
9 Cart/seat		\$ 9.00	\$ 9.00	\$ 9.00	\$ 12.00	\$ 12.00	\$ 14.00	\$ 14.00
18 Cart/seat		\$ 15.00	\$ 15.00	\$ 15.00	\$ 18.00	\$ 18.00	\$ 20.00	\$ 20.00
Small Range Bucket		\$ 3.00	\$ 3.00	\$ 3.00	\$ 4.00	\$ 4.00	\$ 4.00	5
Large Range Bucket		\$ 5.00	\$ 5.00	\$ 5.00	\$ 6.00	\$ 6.00	\$ 6.00	8
10 Buckets	\$ 35.00	\$ 40.00	\$ 40.00	\$ 45.00	\$ 54.00	\$ 54.00	\$ 54.00	72
25 Buckets	\$ 65.00	\$ 75.00	\$ 75.00	\$ 85.00	\$ 100.00	\$ 100.00	\$ 100.00	150
Punch Cards								
12-9 hole PC	\$ 150.00	\$ 170.00	\$ 170.00	\$ 175.00	\$ 200.00	\$ 200.00	\$ 220.00	\$230
Include Cart	\$ 230.00	\$ 260.00	\$ 260.00	\$ 270.00	\$ 320.00	\$ 320.00	\$ 360.00	\$370
18 hole PC							\$ 320.00	\$330
18 hole PC / Cart							\$ 520.00	\$530
Senior Weekday	\$ 25.00	\$ 28.00	\$ 28.00	\$ 28.00	\$ 28.00	\$ 32.00	\$ 32.00	\$ 32.00
Twilight	\$ 25.00	\$ 28.00	\$ 28.00	\$ 28.00	\$ 30.00	\$ 32.00	\$ 35.00	\$ 35.00
Membership								
Single Adult	\$ 495.00	\$ 525.00	\$ 525.00	\$ 575.00	\$ 575.00	\$ 600.00	\$ 620.00	\$ 620.00
Couples	\$ 720.00	\$ 760.00	\$ 760.00	\$ 825.00	\$ 825.00	\$ 860.00	\$ 885.00	\$ 885.00
Family	\$ 795.00	\$ 830.00	\$ 830.00	\$ 900.00	\$ 900.00	\$ 940.00	\$ 970.00	\$ 970.00
Student	\$ 140.00	\$ 150.00	\$ 150.00	\$ 170.00	\$ 170.00	\$ 180.00	\$ 185.00	\$ 185.00
College	\$ 200.00	\$ 250.00	\$ 250.00	\$ 275.00	\$ 275.00	\$ 290.00	\$ 300.00	\$ 300.00
Single Cart	\$ 395.00	\$ 410.00	\$ 410.00	\$ 450.00	\$ 450.00	\$ 475.00	\$ 500.00	\$ 500.00
Family Cart	\$ 525.00	\$ 540.00	\$ 540.00	\$ 575.00	\$ 600.00	\$ 600.00	\$ 625.00	\$ 625.00
Single Range	\$ 100.00	\$ 125.00	\$ 125.00	\$ 150.00	\$ 150.00	\$ 170.00	\$ 180.00	200
Family Range	\$ 150.00	\$ 175.00	\$ 175.00	\$ 200.00	\$ 200.00	\$ 220.00	\$ 230.00	250
Misc. Fees								

Cart Open Storage	\$ 125.00	\$ 150.00	\$ 150.00	\$ 165.00	\$ 165.00	\$ 170.00	\$ 170.00	\$ 170.00
Cart Private Storage	\$ 175.00	\$ 200.00	\$ 200.00	\$ 213.00	\$ 213.00	\$ 220.00	\$ 220.00	\$ 220.00
Electric Cart Storage	\$ 65.00	\$ 65.00	\$ 65.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 80.00	\$ 80.00
Annual Cart Trail Fees	\$ 150.00	\$ 175.00	\$ 175.00	\$ 190.00	\$ 190.00	\$ 200.00	\$ 200.00	\$ 200.00
Locker rent Fee	\$ 25.00	\$ 30.00	\$ 30.00	\$ 32.00	\$ 32.00	\$ 32.00	\$ 32.00	\$35
Handicap Card Fee	\$ 25.00	\$ 30.00	\$ 30.00	\$ 32.00	\$ 32.00	\$ 32.00	\$ 32.00	\$35
Daily Trail Fee				\$ 10.00	\$ 10.00	\$ 10.00	\$ 12.00	\$ 12.00
Shotgun Fee Monday Through Thursday				\$ 100.00	\$ 100.00	\$ 100.00	\$ 200.00	\$ 200.00
Shotgun Fee Weekend and Holidays				\$ 200.00	\$ 200.00	\$ 200.00	\$ 300.00	\$ 300.00
Tournament Entry (Per Player)				\$ 15.00	\$ 15.00	\$ 15.00	\$ 20.00	\$ 20.00
High School Entry (Per Player)				\$ 10.00	\$ 10.00	\$ 15.00	\$ 20.00	\$ 20.00
18 Hole Small Corporate outing				\$ 31.00	\$ 33.00	\$ 33.00	\$ 35.00	\$ 35.00
9 Hole Small Corporate Outing				\$ 19.00	\$ 21.00	\$ 21.00	\$ 24.00	\$ 24.00
Tornament Entry with Cart large 80 +							\$ 38.00	\$ 38.00

Cemetery Rates	2016	2017	2018	2019	2020	2021	2022	2023
Grave Space	\$ 500.00	\$ 550.00	\$ 550.00	\$ 550.00	\$ 550.00	\$ 600.00	\$ 600.00	\$ 600.00
Cremation Grave Space	\$ 250.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
Grave Opening (Full Size)	\$ 425.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 550.00	\$ 550.00	\$ 650.00
Grave Opening (Full Size Double Deep)		\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 900.00	\$ 900.00	\$ 1,150.00
Grave Opening (Cremation or Infar)	\$ 200.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 300.00	\$ 300.00	\$ 400.00
Cremation Set-Up						\$ 100.00	\$ 100.00	\$ 100.00
Grave Thawing	\$ 100.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 200.00	\$ 200.00	\$ 200.00
Weekend	\$ 200.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 400.00
Dis-Interment Out of Cemetery	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 1,000.00	\$ 1,000.00	\$ 1,150.00
Dis-Interment Back into Cemetery	\$ 1,275.00	\$ 1,275.00	\$ 1,275.00	\$ 1,275.00	\$ 1,550.00	\$ 1,550.00	\$ 1,550.00	\$ 1,750.00
Minimum Monument Setting	\$ 50.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00
Minimum Double Wide Monument	\$ 65.00	\$ 90.00	\$ 90.00	\$ 90.00	\$ 90.00	\$ 90.00	\$ 90.00	\$ 90.00
Granite Ledger, Crypt and Mausoleum Setting						\$ 250.00	\$ 250.00	\$ 250.00
Granit Ledger Moving						\$ 500.00	\$ 500.00	\$ 500.00
Set Temporary Marker in Concrete	\$ 35.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00
Sodding Grave on Request	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 75.00	\$ 75.00	\$ 75.00
Hydro-Seeding Graves on Request						\$ 50.00	\$ 50.00	\$ 50.00

Photo Copy	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50
Genealogy Research per 1/2 Hour	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00