



Golf and Cemetery Board Meeting Agenda
City Council Chambers, City Hall, 612 N. Main Street
January 13, 2025

- 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. Additions or Deletions to the Agenda - Approve**
- 5. Minutes**
- 6. Approve Financial Reports**
- 7. Approve 2025 Maintenance Contracts for Cemetery**
Approve updated maintenance contracts for 2025
- 8. Approve Graceland Fees for 2025**
Approve new fee schedule for 2025
- 9. Clubhouse Report**
- 10. Superintendent Report**
- 11. Next Meeting Date**
Set next meeting date
- 12. 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 and Cemetery Board Meeting Minutes
City Council Chambers, City Hall, 612 North Main Street
December 9, 2024

The meeting was called to order at 5:45 p.m. by board president Jeff McEntee.

Board members present: Joel Reinesch, Terry Reitveld, Jeff McEntee, Lynette Shattuck, and city council rep Dan Sabers

Staff present: Eric Hieb, Jason Gunnare, Kevin Nelson

Absent: Joe Schlimgen, Mark Graham, and Tom Young

Delegations: None

Additions or Deletions to the Agenda: None

The board minutes from the November 14 meeting were motioned to be approved by Reitveld and seconded by Shattuck. Motion carried.

Next were the **financial reports**.

A motion was made by Reinesch and seconded by Shattuck to approve the financial reports for both the cemetery and golf course. Motion carried.

Next, an overview of the **clubhouse report was presented by Eric Hieb**. Eric indicated there was an excellent month in October for rounds played (weather was excellent and added that only 218 rounds were played in November. Jason added that he visited with the managers of the Sioux Falls public golf courses, and he indicated that they had a total of 120,000 rounds between the three courses, one of which is a par 3 course. It was noted that with lakeview having had over 38,000 rounds of golf played in 2024, they were right in line with average rounds played in Sioux Falls.

Next was the **superintendent report Jason Gunnare**. Discussion ensued as to the length of service (9 years) from the last fleet of carts in relation to what we might expect from the newest fleet (now 2.5 years). Jason noted area of the new turf which aren't quite what they had hoped and how he would push these hard with fertilizer. He also noted that the contractor is due to replace some areas in the spring. Conversation returned to number of rounds played in relation to previous years and how the increased play requires additional reinvestment in the course.

Discussion turned to possible fee increases for cemetery maintenance as well as openings and burials. Jason sought guidance on what might be perceived as reasonable.

Next was discussion on signage including tee markers and the overall main entrance sign.

Next was discussion on prioritizing possible future projects. Items mentioned were holes 11, 12, and 14 in addition to a par 3 course, work on the driving range, and planning for the next set of replacement golf carts. The clubhouse was also mentioned.

The next meeting was set for January 13.

Given that there were no further discussion items, the meeting was adjourned at 7:40p.m.

PACKET : 07142 07143 07144

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-04.000400.00.12.24	101-43700-42830	UTILITIES-WAT 600 W 23RD AVE	204670	47.20
01-00712	NAPA CENTRAL					
		I-808601	101-43700-42600	SUPPLIES & MA WIPER BLADES	204765	27.95
01-01490	MUELLER LUMBER CO. INC.					
		I-299166	101-43700-42600	SUPPLIES & MA TREATED WOOD	204761	30.53
01-01518	VERIZON WIRELESS					
		I-9979900204	101-43700-42800	UTILITIES ACCT #886931646-00001	204830	73.30
01-02485	SCHOENFELDER CONSTRUCTI					
		I-15719	101-43700-42600	SUPPLIES & MA GOLF COURSE BLACK DIRT LOADS	204800	260.00
01-02679	MENARD'S INC					
		I-79891	101-43700-42600	SUPPLIES & MA GLOVES,BRUSH,BLADE BACK	204741	36.07
01-02880	TRUNE TRUE VALUE & APPL					
		I-A584180	101-43700-42600	SUPPLIES & MA TOTE	204817	16.99
01-04126	TRI-STATE CEMETERY SERV					
		I-C0259	101-43700-42510	HEADSTONE REP REST NEW MONUMENT FOUNDATION	204823	300.00
01-07526	O'REILLY AUTOMOTIVE INC					
		I-2090-161067	101-43700-42600	SUPPLIES & MA TRANS CS MTR	204778	233.96
01-09516	BECHEN ELECTRIC INC					
		I-5002	101-43700-42510	HEADSTONE REP BAD UNDERGROUND WIRING	204657	1,140.54
DEPARTMENT 3700 CEMETERY					TOTAL:	2,166.54

PACKET : 07160 07161

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
01-07141	FIRST NATIONAL BANK OMA	I-12092024.6468	101-43700-42600	SUPPLIES & MA SINGLE URN VAULTS	204865	564.48
DEPARTMENT 3700 CEMETERY					TOTAL:	564.48

PACKET : 07172 07173 07174

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-1973377	101-43700-42650	UNIFORMS CUNNINGHAM LOGOD HOODIES	204994	33.98
		I-1974158	101-43700-42650	UNIFORMS WILLIS LOGOD SHIRT	204994	49.99
01-00436	CHS FARMERS ALLIANCE					
		I-IG1112	101-43700-42610	GAS & FUEL GOLF RUBY FIELDMASTER	204942	207.99
		I-IG1113	101-43700-42610	GAS & FUEL GOLF UNLEADED GAS	204942	98.15
01-01830	NORTHWESTERN ENERGY					
		I-2581639-8.12.24	101-43700-42800	UTILITIES 700 W 23RD AVE	204984	206.30
		I-2581641-4.12.24	101-43700-42800	UTILITIES W 23RD	204984	16.46
		I-2939180-2.12.24	101-43700-42800	UTILITIES 825 INDIAN VILLAGE RD	204984	17.00
01-08594	MAKE IT MINE DESIGNS					
		I-38213	101-43700-42650	UNIFORMS CUNNINGHAM EMBROIDERY FEE	204970	58.67
		I-38232	101-43700-42650	UNIFORMS WILLIS EMBROIDERY CHARGE	204970	24.00
DEPARTMENT 3700 CEMETERY					TOTAL:	712.54

CITY OF MITCHELL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: December 31ST, 2024

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>138,400</u>	<u>9,435.00</u>	<u>5,065.35</u>	<u>9,435.00</u>	<u>128,965.00</u>	<u>6.82</u>
TOTAL REVENUES	138,400	9,435.00	5,065.35	9,435.00	128,965.00	93.18
<u>EXPENDITURE SUMMARY</u>						
<u>CEMETERY</u>						
SALARIES	256,114	16,710.24	16,206.84	16,710.24	239,403.76	6.52
CURRENT EXPENSES	54,700	300.86	0.00	300.86	54,399.14	0.55
CAPITAL OUTLAY	<u>119,500</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>119,500.00</u>	<u>0.00</u>
TOTAL CEMETERY	<u>430,314</u>	<u>17,011.10</u>	<u>16,206.84</u>	<u>17,011.10</u>	<u>413,302.90</u>	<u>96.05</u>
TOTAL EXPENDITURES	430,314	17,011.10	16,206.84	17,011.10	413,302.90	96.05
REVENUE OVER/ (UNDER) EXPENDITURES	(291,914)	(7,576.10)	(11,141.49)	(7,576.10)	(284,337.90)	97.40

CITY OF MITCHELL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: December 31ST, 2024

101-GENERAL

REVENUES	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	360.00	540.00	360.00	4,640.00	7.20
101-3481 CEMETERY OPENINGS	60,000	650.00	650.00	650.00	59,350.00	1.08
101-3482 CEMETERY LOT SALES	38,000	8,425.00	2,050.00	8,425.00	29,575.00	22.17
101-3483 CEMETERY SAT FUNERAL FEE	5,000	0.00	0.00	0.00	5,000.00	0.00
101-3484 CEMETERY MAINTENANCE FEES	22,000	0.00	1,825.35	0.00	22,000.00	0.00
101-3485 COLUMBARIUM LOT SALES	<u>8,400</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8,400.00</u>	<u>0.00</u>
TOTAL CHARGES-GOODS & SERVICES	138,400	9,435.00	5,065.35	9,435.00	128,965.00	93.18
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TOTAL REVENUE	138,400	9,435.00	5,065.35	9,435.00	128,965.00	93.18

CITY OF MITCHELL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: December 31ST, 2024

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	142,490	10,709.07	10,114.13	10,709.07	131,780.93	7.52
101-43700-41110 OVERTIME	1,250	0.00	0.00	0.00	1,250.00	0.00
101-43700-41120 PART-TIME	35,100	0.00	162.80	0.00	35,100.00	0.00
101-43700-41200 SOCIAL SECURITY/MEDICARE	13,222	756.17	725.93	756.17	12,465.83	5.72
101-43700-41300 RETIREMENT	8,624	642.54	606.86	642.54	7,981.46	7.45
101-43700-41500 GROUP INSURANCE	55,428	4,602.46	4,597.12	4,602.46	50,825.54	8.30
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	256,114	16,710.24	16,206.84	16,710.24	239,403.76	93.48
<u>CURRENT EXPENSES</u>						
101-43700-42200 PROFESSIONAL FEES/SERVIC	0	0.00	0.00	0.00	0.00	0.00
101-43700-42500 REPAIR & MAINTENANCE	5,500	0.00	0.00	0.00	5,500.00	0.00
101-43700-42510 HEADSTONE REPAIR & MAINT	4,500	0.00	0.00	0.00	4,500.00	0.00
101-43700-42600 SUPPLIES & MATERIALS	16,000	43.04	0.00	43.04	15,956.96	0.27
101-43700-42602 CHEMICALS	8,500	0.00	0.00	0.00	8,500.00	0.00
101-43700-42603 WEED EATERS SUPPLIES	1,500	165.94	0.00	165.94	1,334.06	11.06
101-43700-42604 TREES, SOD & SEED	2,000	0.00	0.00	0.00	2,000.00	0.00
101-43700-42610 GAS & FUEL	8,000	0.00	0.00	0.00	8,000.00	0.00
101-43700-42650 UNIFORMS	500	56.00	0.00	56.00	444.00	11.20
101-43700-42690 CHANGE IN INVENTORY	0	0.00	0.00	0.00	0.00	0.00
101-43700-42700 TRAVEL, CONF. & DUES	500	35.88	0.00	35.88	464.12	7.18
101-43700-42800 UTILITIES	5,000	0.00	0.00	0.00	5,000.00	0.00
101-43700-42830 UTILITIES-WATER/SEWER	1,500	0.00	0.00	0.00	1,500.00	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	54,700	300.86	0.00	300.86	54,399.14	99.45
<u>CAPITAL OUTLAY</u>						
101-43700-43200 BUILDINGS	27,000	0.00	0.00	0.00	27,000.00	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>64,000</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>64,000.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	119,500	0.00	0.00	0.00	119,500.00	100.00
 TOTAL CEMETERY	 430,314	 17,011.10	 16,206.84	 17,011.10	 413,302.90	 96.05
	=====	=====	=====	=====	=====	=====
 TOTAL EXPENDITURES	 430,314	 17,011.10	 16,206.84	 17,011.10	 413,302.90	 96.05
 REVENUE OVER/(UNDER) EXPENDITURES	 (291,914)	 (7,576.10)	 (11,141.49)	 (7,576.10)	 (284,337.90)	 97.40

WARNING 2,194 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

PACKET : 07142 07143 07144

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	
01-00424	RUNNINGS SUPPLY INC	I-1967788	614-45250-42600	SUPPLIES & MA POLY TRAP	204793	29.98	
01-00445	CITY OF MITCHELL	I-04.000400.00.12.24	614-45250-42830	UTILITIES-WAT 600 W 23RD AVE	204670	47.20	
		I-04.000800.00.12.24	614-45250-42830	UTILITIES-WAT 3300 N OHLMAN ST	204670	388.55	
01-01518	VERIZON WIRELESS	I-9979900204	614-45250-42800	UTILITIES ACCT #886931646-00001	204830	42.73	
01-02679	MENARD'S INC	I-79891	614-45250-42600	SUPPLIES & MA GLOVES,BRUSH,BLADE BACK	204741	36.08	
01-08130	C & B OPERATIONS LLC	I-13049911	614-45250-42500	REPAIR & MAIN JD 4066R TRACTOR REPAIR	204663	399.32	
01-08281	VESTIS	I-6380242459	614-45250-42600	SUPPLIES & MA MAT CLEANING	204831	33.26	
					DEPARTMENT 5250 GOLF COURSE	TOTAL:	977.12
					FUND 614 GOLF COURSE	TOTAL:	977.12

PACKET : 07160 07161

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
01-02051	MIDCONTINENT COMMUNICAT	I-02630670214436	614-45250-42800	UTILITIES ACCT #026306702	204878	93.39
DEPARTMENT 5250 GOLF COURSE					TOTAL:	93.39
FUND 614 GOLF COURSE					TOTAL:	93.39

PACKET : 07172 07173 07174

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
01-00210	BAILEY METAL FABRICATOR	I-63996	614-45250-42500	REPAIR & MAIN SKID LOADER SNOWBLOWER EDGE	204931	227.28
01-00424	RUNNINGS SUPPLY INC	I-1973379	614-45250-42650	UNIFORMS DAGEN LOGOD TEES,HOODIES	204994	67.98
01-00436	CHS FARMERS ALLIANCE	I-IG1112	614-45250-42610	GAS & FUEL GOLF RUBY FIELDMASTER	204942	207.99
		I-IG1113	614-45250-42610	GAS & FUEL GOLF UNLEADED GAS	204942	98.15
01-00712	NAPA CENTRAL	I-808942	614-45250-42600	SUPPLIES & MA WORKMAN HDX OIL	204982	21.98
01-01355	MIDWEST TURF & IRRIGATI	I-3944518-00	614-45250-42600	SUPPLIES & MA U-JOINT KIT, YOKE	204976	246.39
		I-3944529-00	614-45250-42600	SUPPLIES & MA DRAIN PLUG,GASKET	204976	32.57
01-01590	MCLEOD'S PRINTING	I-80606	614-45250-42600	SUPPLIES & MA CLEANERS,PADS,DAILY BOOK	204971	50.49
01-01830	NORTHWESTERN ENERGY	I-2581639-8.12.24	614-45250-42800	UTILITIES 700 W 23RD AVE	204984	206.30
		I-2581643-0.12.24	614-45250-42800	UTILITIES GOLF PUMP 100 H	204984	130.93
		I-2581875-8.12.24	614-45250-42800	UTILITIES GOLF CLUB HOUSE	204984	291.72
		I-2581876-6.12.24	614-45250-42800	UTILITIES GOLF CART SHED	204984	15.94
01-02624	SD PUBLIC ASSURANCE ALL	I-30967-4221	614-45250-42100	INSURANCE INSURANCE ADDITIONAL COVERAGE	204996	484.95
01-08594	MAKE IT MINE DESIGNS	I-38211	614-45250-42650	UNIFORMS DAGEN EMBROIDERY FEE	204970	25.49
01-09703	AMAZON CAPITAL SERVICES	I-13MF-GJ7P-997C	614-45250-42600	SUPPLIES & MA PRESSURE WASH IGNITION	204927	56.26
					DEPARTMENT 5250 GOLF COURSE	TOTAL: 2,164.42
					FUND 614 GOLF COURSE	TOTAL: 2,164.42

CITY OF MITCHELL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: December 31ST, 2024

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	494,400	4,876.03	3,304.32	4,876.03	489,523.97	0.99
MISCELLANEOUS REVENUE	<u>9,000</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>9,000.00</u>	<u>0.00</u>
TOTAL REVENUES	503,400	4,876.03	3,304.32	4,876.03	498,523.97	99.03

EXPENDITURE SUMMARY

<u>GOLF COURSE</u>						
OTHER	0	0.00	0.00	0.00	0.00	0.00
SALARIES	227,854	13,031.82	12,477.14	13,031.82	214,822.18	5.72
CURRENT EXPENSES	195,387	4,919.80	7,966.10	4,919.80	190,467.20	2.52
CAPITAL OUTLAY	<u>788,436</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>788,436.00</u>	<u>0.00</u>
TOTAL GOLF COURSE	<u>1,211,677</u>	<u>17,951.62</u>	<u>20,443.24</u>	<u>17,951.62</u>	<u>1,193,725.38</u>	<u>98.52</u>
TOTAL EXPENDITURES	1,211,677	17,951.62	20,443.24	17,951.62	1,193,725.38	98.52

REVENUE OVER/(UNDER) EXPENDITURES	(708,277)	(13,075.59)	(17,138.92)	(13,075.59)	(695,201.41)	98.15
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OTHER SOURCES	0	0.00	0.00	0.00	0.00	0.00
OTHER USES	0	0.00	0.00	0.00	0.00	0.00

REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER (USES)	(708,277)	(13,075.59)	(17,138.92)	(13,075.59)	(695,201.41)	0.00
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CITY OF MITCHELL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: December 31ST, 2024

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	156,000	3,436.01	3,097.75	3,436.01	152,563.99	2.20
614-3462 RANGE MEMBERSHIP	18,000	0.00	0.00	0.00	18,000.00	0.00
614-34620 RANGE BALLS	18,000	5.52	0.00	5.52	17,994.48	0.03
614-34622 ADULT GREEN FEES	104,000	0.00	0.00	0.00	104,000.00	0.00
614-34623 ADULT 9/18 SPLIT	0	0.00	0.00	0.00	0.00	0.00
614-34626 PUNCH CARDS	16,000	0.00	0.00	0.00	16,000.00	0.00
614-3463 ELECTRIC CART & STORAGE FEE	21,000	423.84	206.57	423.84	20,576.16	2.02
614-34630 1.5% TOURISM TAX~RANGE BALLS	300	0.08	0.00	0.08	299.92	0.03
614-34631 CART RENTAL	115,000	1,010.58	0.00	1,010.58	113,989.42	0.88
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	1,200	0.00	0.00	0.00	1,200.00	0.00
614-3465 TOURNAMENT SPONSOR FEE	21,000	0.00	0.00	0.00	21,000.00	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	494,400	4,876.03	3,304.32	4,876.03	489,523.97	99.01
<u>MISCELLANEOUS REVENUE</u>						
614-367 CONTRIBUTION FR PRIVATE SOURCE	4,500	0.00	0.00	0.00	4,500.00	0.00
614-3671 CONTR FR PRIVATE SOURCE LAWN B	0	0.00	0.00	0.00	0.00	0.00
614-3672 CITY CONTRIBUTION	4,500	0.00	0.00	0.00	4,500.00	0.00
614-369 REFUNDS AND REIMBURSEMENTS	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL MISCELLANEOUS REVENUE	9,000	0.00	0.00	0.00	9,000.00	100.00
TOTAL REVENUE	503,400	4,876.03	3,304.32	4,876.03	498,523.97	99.03

CITY OF MITCHELL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: December 31ST, 2024

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	106,698	7,919.80	7,358.10	7,919.80	98,778.20	7.42
614-45250-41110 OVERTIME	1,000	411.47	0.00	411.47	588.53	41.15
614-45250-41120 PART-TIME	57,124	0.00	518.00	0.00	57,124.00	0.00
614-45250-41200 SOCIAL SECURITY/MEDICARE	12,838	576.78	539.60	576.78	12,261.22	4.49
614-45250-41300 RETIREMENT	6,462	499.87	441.48	499.87	5,962.13	7.74
614-45250-41500 GROUP INSURANCE	43,732	3,623.90	3,619.96	3,623.90	40,108.10	8.29
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	227,854	13,031.82	12,477.14	13,031.82	214,822.18	94.28
<u>CURRENT EXPENSES</u>						
614-45250-42100 INSURANCE	11,000	0.00	3,153.00	0.00	11,000.00	0.00
614-45250-42200 GOLF PRO CONTRACT	66,525	4,919.05	4,813.10	4,919.05	61,605.95	7.39
614-45250-42250 PROFESSIONAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
614-45250-42300 PUBLISHING	2,000	0.00	0.00	0.00	2,000.00	0.00
614-45250-42400 RENTALS	3,000	0.00	0.00	0.00	3,000.00	0.00
614-45250-42500 REPAIR & MAINTENANCE	10,000	0.00	0.00	0.00	10,000.00	0.00
614-45250-42600 SUPPLIES & MATERIALS	25,400	0.00	0.00	0.00	25,400.00	0.00
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	0.00	0.00	25,000.00	0.00
614-45250-42603 SAND/GOLF COURSE	6,000	0.00	0.00	0.00	6,000.00	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	0.00	0.00	0.00	15,000.00	0.00
614-45250-42650 UNIFORMS	500	0.00	0.00	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	1,200	0.00	0.00	0.00	1,200.00	0.00
614-45250-42800 UTILITIES	20,000	0.00	0.00	0.00	20,000.00	0.00
614-45250-42830 UTILITIES-WATER/SEWER	2,682	0.00	0.00	0.00	2,682.00	0.00
614-45250-42920 COMPUTER SOFTWARE	4,280	0.00	0.00	0.00	4,280.00	0.00
614-45250-42931 SALES TAX	300	0.75	0.00	0.75	299.25	0.25
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	195,387	4,919.80	7,966.10	4,919.80	190,467.20	97.48

CITY OF MITCHELL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: December 31ST, 2024

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	747,436	0.00	0.00	0.00	747,436.00	0.00
614-45250-43400 MACHINERY & EQUIPMENT	<u>41,000</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>41,000.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	788,436	0.00	0.00	0.00	788,436.00	100.00
TOTAL GOLF COURSE	1,211,677	17,951.62	20,443.24	17,951.62	1,193,725.38	98.52
	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	1,211,677	17,951.62	20,443.24	17,951.62	1,193,725.38	98.52

REVENUE OVER/(UNDER) EXPENDITURES (708,277) (13,075.59) (17,138.92) (13,075.59) (695,201.41) 98.15

OTHER FINANCING SOURCES

614-3900 FROM GENERAL FUND	0	0.00	0.00	0.00	0.00	0.00
614-39104 DAMAGE/LOSS REIMB-CAPITAL ASSE	0	0.00	0.00	0.00	0.00	0.00
614-39127 NOTE PROCEEDS	0	0.00	0.00	0.00	0.00	0.00
614-39131 SALE OF FIXED ASSETS~EQUIP	<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 FINANCING SOURCES	0	0.00	0.00	0.00	0.00	0.00

OTHER FINANCING USES

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) (708,277) (13,075.59) (17,138.92) (13,075.59) (695,201.41) 98.15

MAINTENANCE & LOT SALE AGREEMENT 2025

SERVICEMEN’S MEMORIAL CEMETERY/KIPPES MEMORIAL PARK

The City of Mitchell Golf and Cemetery Department hereby agrees to provide maintenance and lot sales for the Servicemen’s Memorial Cemetery/Kippes Memorial Park as follows....

Maintenance provided for the fee of \$780.00 per acre (6.31 Acres) and \$25.00 for each lot sale sold with either being a single, double, or columbarium space. The maintenance fee to be billed every January annually with the lot sales billed quarterly. The Golf & Cemetery Department agrees to provide the following services for the Servicemen’s Memorial Cemetery/Kippes Memorial Park...

- Mowing and trimming grass areas as needed
- Snow removal from roads, funeral service areas, and walkways
- Trimming of low and hanging tree branches
- Storm and litter clean-up
- Emptying of wastebasket
- Enforce Cemetery regulations
- Flag graves for monument companies to place monuments
- Public Service grave locates of the Servicemen’s Cemetery
- Lead-ins for funeral services
- Landscaping of settling graves
- Seeding of burials
- Sale of grave spaces
- Watering of seeded areas
- Application of herbicides, specialty herbicides, and pesticides
- Fertilizer applications as needed
- Record keeping of grave sales and interments to include monthly reports, interments and map updating.

Spray applications are in accordance with the rest of the cemetery being sprayed. Broadleaf and grassy weed control will be applied in the spring, periodically throughout the summer months, and fall. Grass growth regulator will be applied as needed mainly during a wet season or spot sprayed around monuments to ease weed eating and promote root growth. Pre-emergent will be applied every spring during the recommend window for the product. Insecticide will be applied for grubs, armyworm, and roach control when there is a noticeable problem.

- Servicemen’s Memorial Cemetery to provide 100 pounds of grass seed on a yearly basis
- **The City of Mitchell is not responsible for any maintenance of any existing structure or future structure located in Kippes Memorial Park or the Servicemen’s Memorial Cemetery.**

City of Mitchell Representative: _____ Date: _____

Servicemen’s/Kippes Park Rep: _____ Date: _____

MAINTENANCE & LOT SALES AGREEMENT 2025

AMERICAN LEGION POST 18 CEMETERY

The City of Mitchell Golf and Cemetery Department hereby agrees to provide maintenance and lot sales for the American Legion Post 18 Cemetery as follows....

Maintenance provided for the fee of \$780.00 per acre (2.7 Acres) and \$25.00 for each lot sale sold either being a single or a double. The Maintenance fee to be billed every January annually with the lot sales billed quarterly. The Golf & Cemetery Department agrees to provide the following services for the American Legion Post 18 Cemetery...

- Mowing and trimming grass areas as needed
- Snow removal from roads, sidewalks, funeral service areas, and walkways
- Trimming of low-hanging tree branches
- Storm and litter clean-up
- Emptying of wastebaskets
- Enforce Cemetery regulations
- Flag graves for monument companies to place monuments
- Public service grave locates
- Lead-ins for funeral services
- Sale of grave spaces
- Watering of seeded areas
- Fix or repair to water system
- Application of herbicides, specialty herbicides, and pesticides
- Fertilizer applications as needed
- Record keeping of grave sales and interments to include monthly reports, interments and map updating.

Spray applications are in accordance with the rest of the cemetery being sprayed. Broadleaf and grassy weed control will be applied in the spring, periodically throughout the summer months, and fall. Grass growth regulator will be applied as needed mainly during a wet season or spot sprayed around monuments to ease weed eating and promote root growth. Pre-emergent will be applied every spring during the recommended window for the product used. Insecticide will be applied for grubs, armyworm, and roach control when there is a noticeable problem.

- **The City of Mitchell is not responsible for any maintenance of any existing structure or future structures located in the American Legion Post 18 Cemetery.**

City of Mitchell Representative: _____ Date: _____

Am-Leg Post 18 Representative: _____ Date: _____

MAINTENANCE & LOT SALE AGREEMENT 2025

CALVARY CEMETERY

The City of Mitchell Golf & Cemetery Department hereby agrees to provide maintenance for the Mitchell Catholic Parish Churches DBA Calvary Cemetery as follows...

For the fee of \$1,985.56 per Acre at 8.31 Acres for a total of \$16,500.00 and 10% of lot sales to be billed December 15th annually, the Golf & Cemetery Department agrees to provide the following services for the Catholic Cemetery...

- **Mowing and trimming grass areas as needed**
- **Snow removal from roads as needed and grave areas for funeral services**
- **Trimming low-hanging branches and tree pruning**
- **Storm and litter clean-up**
- **Removal of decorations that aren't in compliance with the cemetery regulations**
- **Public service locates of Catholic burial sites**
- **Monument Company gravesite locates and headstone placement instructions**
- **Lead-ins for funeral processions**
- **Seeding and landscape of grave sites after a service**
- **Sales of columbarium and grave sites**
- **Record keeping of grave sales and interments to include monthly reports, interments and map updating**

In addition to above fees the following to be billed on as needed basis:

Tree removal up to \$2,250.00 or maximum of 6 trees as needed annually to include stumping, black dirt, and seeding. If the Emerald Ash Borer becomes a problematic, the Church has 22 Ash trees that may need to be removed and it will be understood mutually that an adjustment of this agreement will be needed to address an EAB epidemic. Replacement trees and planting costs to be done at Church expense. Road maintenance (chip seal/fog coat/overlay).

Catholic Church Representative: _____

Date: _____

City of Mitchell Representative: _____

Date: _____

Cemetery Rates	2024	2025 fees
Grave Space	\$ 600.00	\$ 650.00
Cremation Grave Space	\$ 300.00	\$ 325.00
Grave Opening (Full Size)	\$ 650.00	\$ 700.00
Grave Opening (Full Size Double Deep)	\$ 1,150.00	\$ 1,200.00
Grave Opening (Cremation or Infant)	\$ 400.00	\$ 400.00
Cremation Set-Up	\$ 100.00	\$ 100.00
Grave Thawing	\$ 200.00	\$ 200.00
Weekend	\$ 350.00	\$ 400.00
Dis-Interment Out of Cemetery	\$ 1,150.00	\$ 1,200.00
Dis-Interment Back into Cemetery	\$ 1,750.00	\$ 1,800.00
Minimum Monument Setting	\$ 60.00	\$ 60.00
Minimum Double Wide Monument	\$ 90.00	\$ 90.00
Granite Ledger, Crypt and Mausoleum Setting	\$ 250.00	\$ 250.00
Granite Ledger Moving	\$ 500.00	\$ 500.00
Set Temporary Marker in Concrete	\$ 30.00	\$ 30.00
Sodding Grave on Request	\$ 75.00	\$ 75.00
Hydro-Seeding Graves on Request	\$ 50.00	\$ 50.00
Photo Copy	\$ 0.50	\$ 0.50
Genealogy Research per 1/2 Hour	\$ 20.00	\$ 20.00
(No charge under 6 individuals)		
Columbarium Fees	2024	2025
Top and Bottom Rows	\$ 2,100.00	\$ 2,100.00
2nd from Top and Bottom	\$ 2,200.00	\$ 2,200.00
Middle two rows	\$ 2,500.00	\$ 2,500.00

December/January Lakeview Golf Course Clubhouse Report

- Finished the year with a total of 37,155 rounds of golf played
- Holiday Golf Sale
 - Finished up my Holiday Golf Sale on December 21st
 - Decent traffic; sold some gift certificates for memberships and play for 2025
- Updated fees began January 1st, 2025
- Updated membership sheet with new fees (attached)
- Cleaning up and doing some housekeeping work around the clubhouse
- Tentative Schedule of Events for 2025 Season
- Looking forward to 2025 with preparing the necessary flyers, memberships, events, etc

Thanks,

Eric Hieb

2024 Rounds Played & Membership Numbers

Rounds

Total Rounds Played 2023 = 25,416
Month of November Rounds = 218
Total Rounds Played Through October 2024 = 37,155

Membership

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

2024 Numbers

Single: 168

Couples: 102

College: 23

Student: 43

Family: 349

Total: 685

Single Range Passes: 74

Family Range Passes: 39

New Members: 31

Punch cards:

- 31 without Cart (9 Holes)
- 39 with Cart (9 Holes)

- 7 without Cart (18 Holes)
- 6 with Cart (18 Holes)

Lakeview Municipal Golf Course



2025 Membership Form

All Memberships & Punch cards are good for 2025 golfing season and expire at the end of the year

Last/First Name: _____ DOB ___ / ___ / _____ Spouse: _____
 Children (Family Membership): _____, _____, _____
 Street Address: _____ City: _____ Zip: _____
 E-mail Address (print clearly): _____
 Phone Number: _____

***Taxes already included on all prices**

Memberships: Golf Only – No Cart unless indicated

	<u>Amount</u>
_____ Single Adult	\$650.00
_____ Couples	\$930.00
_____ Family	\$1,020.00
_____ College*** (Must have ID)	\$325.00
_____ Student**	\$195.00
_____ 12 Round, 9 Hole Punch Card	\$240.00
_____ 9 Hole Punch Card w/ Cart	\$380.00
_____ 12 Round, 18 Hole Punch Card	\$340.00
_____ 18 Hole Punch Card w/ Cart	\$540.00

Golf Cart Lease Program:

_____ Single Cart Lease	\$525.00
_____ Couple/Family Cart Lease	\$655.00

Misc. Fees:

_____ Cart Open Storage	\$170.00
_____ Cart Private Storage	\$220.00
_____ Electric Cart Storage	\$80.00
_____ Annual Cart Trail Fees	\$200.00
_____ Locker Rent Fee	\$35.00
_____ Handicap Card Fee	\$35.00
_____ Junior Handicap Card Fee (18 years & younger)	\$10.00

Range:

_____ 10 buckets	\$72.00
_____ 25 Buckets	\$150.00
_____ Single Range Pass	\$210.00
_____ Family Range Pass	\$260.00

TOTAL: _____

*ACH Payments Available (May Through Sept.)

**Student is 8 years old through High School

***College Students 24 years and younger; must have student ID

March

2025

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

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22

23/30 24/31

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April

2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Class B Classic 10:30am Shotgun 14B Kids Max Dave Indahl 830-8482	
		1	2	3	4	5
	DWU Spring Invite Men + Women 3le Holes 9am Shotgun	DWU Spring Invite Men + Women 18 holes 9:30am Shotgun				
6	7	8	9	10	11	12
13	14	15	16	17	18	19
					Parkston Girls Invite 10:30am Shotgun	
20	21	22	23	24	25	26
	MHS Girls JV ESD Meet 10am Shotgun					
27	28	29	30			

May

2025

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

					1	2	3
					Callaway Fitting Day 1-6pm -Range-	MHS Girls Varsity Invite 10:30am Shotgun	
4	5	6	7	8	9	10	
		MHS Girls MS ESD Meet 10am Shotgun					
11	12	13	14	15	16	17	
		Class A Region 3A 10am Shotgun		Taylormade Fitting Day 12-5pm -Range-	Class (change) B Region 10:30am Shotgun		
18	19	20	21	22	Mitchell Christian Fundraiser 1pm Shotgun	23	24
		Class B Region 4B Tee Times 9am #14 #10			DWU Teammakers Scramble Noon Shotgun		
25	26	27	28	29	30	31	

June

2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	John Paul II 'Bids for Kids' Fundraiser 12:30pm Shotgun	6
8	Jr. Golf 9-12	9 Jr Golf 9-12	10 IVG 4 Woman Scramble 5:30pm Shotgun 9 Holes	11	12 Chamber Golf Classic Noon Shotgun 3 Person Scramble	13
Veteran's Fundraiser 2 Person Scramble Noon Shotgun	15 Jr. Golf 9-12	16 SDGA Jr. Tour Event 8:30am Tee Times #1 + #10	17 Jr. Golf 9-12	18	19 Dick Grant 701-388-0971	20 Grant Open "Family" Tee Times @ 10am 36 golfers
Lakeriew 4 Person Scramble 8am Tee Times	22 Jr. Golf 9-12	23 Jr. Golf 9-12	24	25	26 Adult/Junior 'Fun' Scramble 6pm Shotgun 9 Holes Front + Back	27 Class of 1980 Rennin ^{MHS} 40 10 t-times 9am JEFF WILLIAMS 605-351-3000
29	30					

July

2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	Vermeulen Open 9am to noon tee Times #1	4 5
	Sanford Series Jr. Event 8:30am Tee Times #1 + #10				DWU Football Shoot + Putt 1pm Shotgun ? ↓ or ?	City Tourney @ Lakewood Bar to Noon Junior City
6 City Tourney Bar to noon Tee Times	7 BFLF Par 3 Tournament Noon Shotgun	8 9 GPS Senior 2 Man Scramble 10:30am Shotgun	10 11	12 13	14 15 16 17 18	19 20 Big Dummy's Bar + Grill 2 Person Scramble 10am Shotgun Change?
20 SDGA Adult/ Junior Championship Tee Times	21 SDGA Junior Championship	22 SDGA Junior Championship	23 SDGA Junior Championship	24	25 No Events	26 No Events
27 No Events	28	29	30	31		

August

2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Member/ Guest Practice Round <u>Callaway Fitting 12-41</u>	Member/ Guest Day One 2
Member/ Guest Day Two 3	4	5	Pepsi-Cola 2 Woman Scramble 9am Shotgun 6	7	8	Emery High School Fundraiser 1pm Shotgun 9
Zion Lutheran Church Fundraiser 1pm Shotgun 10	11	12	13	14	Meadowbrook Masters 2pm Start Time 15	Meadowbrook Masters 10am Tee Times 16
17	18	MHS Boys JV Golf Quad. 10am Shotgun 19	20	21	Stifel/Nicolaus Appreciation Golf Outing 1pm Reverse Shotgun 22	23
24/31	25	MHS Boys Marchand Cup vs. Yankton 1 or 2pm start 26	27	28	29	30

September

2025

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

				Mens Day	Parkston Boys HS Invite 10am Shotgun	Doorn/Zens Family Golf Outing 12:30pm Shotgun Front 9
	1	2	3	SDN Communications Le Tee Times 11am	4	5
Lakeriew's 2 Person Scramble Tee Times 8am to Noon #1? maybe	7	MHS Boys Middle School Invite 1pm Shotgun 7-8 schools	8	9	10	11
August 31 st	MHS Boys JV ESD Meet 11am Shotgun	14	Pork Producers Fundraiser 11am Shotgun	15	16	MHS Boys Varsity Invite 10:30am Shotgun
14	15	16	17	18	19	Dental Designs Golf Outing 3pm Shotgun Front 9
21	22	GPS Men Senior Finale 10:30am Shotgun	23	24	25	26
21	22	23	24	25	26	DWU Baseball Fundraiser 10am Shotgun
27	28	29	30			
Tim Smith 27 Hole Shootout 9am-1pm Tee Times	28	29	30	NAU Crop Insurance Golf Outing 12:30pm Reverse Shotgun		

October

2025

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

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Golf and Cemetery Board

5:45 PM

January 13th

Cemetery

- Getting items ready for purple wave.
- Talking with Dean on bathroom construction.
- Researching cemetery expansion design options.
- Ordering new utility vehicle.
- Inventory of equipment and supplies.
- Working on annual report.

Community Garden

- Getting garden contracts ready.

Golf

- Most of the tree removal is done. We have a couple left.
- There are only a couple stumps not ground and filled.
- If the weather cooperates, we will try to do as much trimming as we can.
- Working on financing and delivery of new equipment.
 - Three pieces are already in Omaha.
 - Sprayer and Ventrac will be closer to spring.
- Inventory of equipment and supplies.
- I will be attending the GCSAA show in February.
- Meet with Engineering, Kevin, and Jeff about what to do with #11 and #12.

Golf & Cemetery Superintendent

Jason Gunnare