



Golf and Cemetery Board Meeting Agenda
City Council Chambers, City Hall, 612 N. Main Street
January 12, 2026

- 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. Additions or Deletions/Approval of Agenda**
- 4. Delegations**
- 5. Approve Minutes from December 8, 2025 Board Meeting**
- 6. Approve Financial Reports**
- 7. Clubhouse Report**
- 8. Superintendent Report**
- 9. Approve Norby Concept Plan Contract for Lakeview Par 3 Design**
- 10. Adjournment**
- 11. Next Meeting Date: Thursday, February 19, 4:00pm**

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
December 10, 2025

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

Board members present: Joel Reinesch, Joe Schlimgen, Terry Reitveld, Jeff McEntee, and council liaison Dan Sabers

Staff present: Eric Hieb, Jason Gunnare, and Kevin Nelson

Absent: Lynette Shattuck, Tom Young, and Mark Graham

Citizen's Input: None

Delegations: None

Additions or Deletions to the Agenda: None

The board minutes from the November 10, 2025 meeting were motioned to be approved by Reitveld and seconded by Reinesch. Motion carried.

Next was a review of the **financial reports**. A motion was made by Reinesch and seconded by Reitveld to approve the financial reports for both the cemetery and golf course. Motion carried.

Next was an overview of the **clubhouse report was presented by Hieb**.

Next was the **superintendent report by Gunnare**.

Next was the approval of the 2026 increase for clubhouse manager and golf pro Eric Hieb. Reinesch motioned and Reitveld seconded to approve the contract that provided a five percent increase to the base contract amount for Hieb. Motion carried.

The next meeting was set for December 8 at 5:45pm.

The meeting was adjourned at 6:15pm.

PACKET : 07599 07599 07600 07601

VENDOR SET: Multi

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-2130501	101-43700-42650	UNIFORMS CUNNINGHAM LOGO TEE'S,HOODIES	209528	105.92
		I-2130503	101-43700-42603	WEED EATERS S BAR OIL,ENGINE OIL	209528	39.93
01-00445	CITY OF MITCHELL					
		I-04.006500.00.12.25	101-43700-42930	UTILITIES-WAT COMMUNITY GARDEN	209427	2,072.84
01-00712	NAPA CENTRAL					
		I-822497	101-43700-42600	SUPPLIES & MA OIL FILTER,ANTIFREEZE TESTER	209501	56.43
		I-822636	101-43700-42600	SUPPLIES & MA HYDRAULIC HOSE,FITTINGS	209501	69.53
01-01054	JAMES VALLEY LANDSCAPE					
		I-4524	101-43700-42604	TREES, SOD & TREES	209468	1,714.30
01-01518	VERIZON WIRELESS					
		I-6129699193	101-43700-42800	UTILITIES ACCT #986931646-00001	209563	65.33
01-01830	NORTHWESTERN ENERGY					
		I-2581642-2.11.25	101-43700-42800	UTILITIES 600 W 23RD AVE PMP	209504	0.20
01-02607	SD FEDERAL PROPERTY AGE					
		I-553767504	101-43700-42600	SUPPLIES & MA MOSQUITO SPRAY,TISSUE,CLIPS	209535	37.00
01-03231	VESTIS					
		I-6380331201	101-43700-42600	SUPPLIES & MA MAT CLEANING	209565	33.26
					DEPARTMENT 3700 CEMETERY	TOTAL: 4,244.74

PACKET : 07631 07632 07633 07634

VENDOR SET: Multi

FUND : 101 GENERAL

DEPARTMENT: 3700 CEMETERY

BANK: Multi

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-00008	ELFSTRAND'S ACE HARDWAR	I-64011	101-43700-42603	WEED EATERS S RAPID MICRO CHAINS	209722	163.96
01-00210	BAILEY METAL FABRICATOR	I-65924	101-43700-42600	SUPPLIES & MA PLASMA, PLATE	209690	289.60
01-00356	DOUG CUNNINGHAM	I-12312025	101-43700-42800	UTILITIES 2025 4TR QTR CELL PHONE	209710	45.00
01-01490	MUELLER LUMBER CO. INC.	I-304856	101-43700-42600	SUPPLIES & MA NEW FLOORING	209785	900.23
01-01590	MCLEOD'S PRINTING	I-89565	101-43700-42600	SUPPLIES & MA STAPLES, PENS, PLANNER	209772	39.58
01-01787	NORTH CENTRAL SEED CO	I-11032025	101-43700-42604	TREES, SOD & FINANCE CHARGE	209787	3.71
01-01930	NORTHWESTERN ENERGY	I-2581638-8.12.25	101-43700-42800	UTILITIES 700 W 23RD AVE	209789	234.25
		I-2581641-4.12.25	101-43700-42800	UTILITIES W 23RD	209789	17.78
		I-2939190-2.12.25	101-43700-42800	UTILITIES 825 INDIAN VILLAGE RD	209789	17.00
01-02489	NORTHERN TRUCK EQCIP CO	I-SFIC041525	101-43700-42600	SUPPLIES & MA CUTTING EDGE WING	209788	251.40
01-06034	COLOURS 59	I-6760815	101-43700-42600	SUPPLIES & MA GRAY PRIMER	209706	22.72
01-08281	VESTIS	I-6380334492	101-43700-42600	SUPPLIES & MA MAT CLEANING	209837	33.26
		I-6380337778	101-43700-42600	SUPPLIES & MA MAT CLEANING	209837	33.26
01-08594	MAKE IT MINE DESIGNS	I-45906	101-43700-42650	UNIFORMS CUNNINGHAM KNIT CAPS, EMBROIDER	209769	137.19
		I-45905	101-43700-42650	UNIFORMS WILLIS LOGOD CAP, BEANIE	209769	34.73
DEPARTMENT 3700 CEMETERY					TOTAL:	2,222.67

PACKET : 07599 07599 07600 07601

VENDOR SET: Multi

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
01-00356	QUALIFIED RESORT SERVI	I-2279-9142	614-45250-42600	SUPPLIES & MA POSTAGE 11.15-30.2025	209524	1.56
01-00424	RUNNINGS SUPPLY INC	I-2172061	614-45250-42600	SUPPLIES & MA TANK CLEANER,GLOVES,ANTIFREEZE	209528	68.92
		I-2190505	614-45250-42650	UNIFORMS DAGEN LOGOD TEES,HOODIES	209528	172.94
01-00445	CITY OF MITCHELL	I-04.000400.00.12.25	614-45250-42830	UTILITIES-WAT 600 W 23RD AVE	209427	146.69
		I-04.000800.00.12.25	614-45250-42830	UTILITIES-WAT 3500 N OHLMAN ST	209427	374.66
01-01341	BOHLMANN INC.	I-6890	614-45250-42600	SUPPLIES & MA RECESS,METAL PLAQUE	209417	995.32
01-01518	VERIZON WIRELESS	I-6139699193	614-45250-42800	UTILITIES ACCT #886931646-00001	209563	39.73
01-01930	NORTHWESTERN ENERGY	I-2581643-0.11.25	614-45250-42800	UTILITIES GOLF PUMP 100 H	209504	571.21
01-02679	MEKARD'S INC	I-98828	614-45250-42600	SUPPLIES & MA RV MARINE	209495	53.92
01-09044	INTELLIPRO SECURITY LLC	I-4559	614-45250-42500	REPAIR & MAIN REPLACE PROXIMITY CARD READER	209465	220.00
					DEPARTMENT 5250 GOLF COURSE	TOTAL: 2,644.84
					FUND 614 GOLF COURSE	TOTAL: 2,644.84

PACKET: 07635 MEETING 01.05.2026

VENDOR SET: 01

FUND : 614 GOLF COURSE

DEPARTMENT: 5250 GOLF COURSE

BANK: APMK

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-03893	ERIC RIEB					
		I-01012026	614-45250-42200	GOLF PRO CONT BASE CONTRACT 01.2026	209966	5,361.05
		I-010126	614-45250-42200	GOLF PRO CONT CLOVER CC FEES 01.2026	209966	239.44
				DEPARTMENT 5250 GOLF COURSE	TOTAL:	5,600.49
			FUND 614 GOLF COURSE		TOTAL:	5,600.49

PACKET : 07631 07632 07633 07634

VENDOR SET: Multi

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
01-01355	MIDWEST TURF & IRRIGATI					
		C-3958937-00	614-45250-42600	SUPPLIES & MA CREDIT USED GREENMASTERS	209773	3,500.00-
		I-3954621-00	614-45250-42600	SUPPLIES & MA DRIFT REDUCTION KIT,SPRING,RIN	209778	4,961.00
01-01930	NORTHWESTERN ENERGY					
		I-2531639-8.12.25	614-45250-42800	UTILITIES 700 W 23RD AVE	209789	234.25
		I-2531643-0.12.25	614-45250-42800	UTILITIES GOLF PUMP 100 H	209789	33.41
		I-2531875-8.12.25	614-45250-42800	UTILITIES GOLF CLUB HOUSE	209789	215.97
		I-2531876-6.12.25	614-45250-42800	UTILITIES GOLF CART SHED	209789	17.96
01-02051	MIDCONTINENT COMMUNICAT					
		I-02630670215113	614-45250-42800	UTILITIES ACCT #026306702	209776	95.39
01-02679	MENARD'S INC					
		I-97552	614-45250-42600	SUPPLIES & MA WHITE/BROWN ALUMINUM	209774	19.98
01-03501	ALEX DAGEN					
		I-12312025	614-45250-42800	UTILITIES 2025 4TH QTR CELL PHONE	209711	45.00
01-03594	MAKE IT MINE DESIGNS					
		I-45305	614-45250-42650	UNIFORMS BEGAN LOGOO SHIRTS,HOODIE,CAP	209769	53.29
					DEPARTMENT 5250 GOLF COURSE	TOTAL: 2,076.25
					FUND 614 GOLF COURSE	TOTAL: 2,076.25

CITY OF MITCHELL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: DECEMBER 31ST, 2025

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>13,250.00</u>	<u>124,433.78</u>	<u>134,894.00</u>	<u>3,506.00</u>	<u>97.47</u>
TOTAL REVENUES	138,400	13,250.00	124,433.78	134,894.00	3,506.00	2.53
<u>EXPENDITURE SUMMARY</u>						
<u>CEMETERY</u>						
SALARIES	261,590	14,332.64	231,919.04	243,106.09	18,483.91	92.93
CURRENT EXPENSES	73,700	7,427.22	58,625.99	48,533.25	25,166.75	65.85
CAPITAL OUTLAY	<u>77,950</u>	<u>0.00</u>	<u>75,550.00</u>	<u>41,795.28</u>	<u>36,154.72</u>	<u>53.62</u>
TOTAL CEMETERY	<u>413,240</u>	<u>21,759.86</u>	<u>366,095.03</u>	<u>333,434.62</u>	<u>79,805.38</u>	<u>19.31</u>
TOTAL EXPENDITURES	413,240	21,759.86	366,095.03	333,434.62	79,805.38	19.31
REVENUE OVER/ (UNDER) EXPENDITURES	(274,840)	(8,509.86)	(241,661.25)	(198,540.62)	(76,299.38)	27.76

CITY OF MITCHELL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: DECEMBER 31ST, 2025

101-GENERAL

REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YDT ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>CHARGES-GOODS & SERVICES</u>						
101-348 CEMETERY PERMITS	5,000	2,050.00	10,805.00	5,940.00 (940.00)	118.80
101-3481 CEMETERY OPENINGS	60,000	8,050.00	61,400.09	68,425.00 (8,425.00)	114.04
101-3482 CEMETERY LOT SALES	38,000	1,950.00	24,654.30	27,901.20	10,098.80	73.42
101-3483 CEMETERY SAT FUNERAL FEE	5,000	1,200.00	4,000.00	4,400.00	600.00	88.00
101-3484 CEMETERY MAINTENANCE FEES	22,000	0.00	21,374.39	23,527.80 (1,527.80)	106.94
101-3485 COLUMBARIUM LOT SALES	<u>8,400</u>	<u>0.00</u>	<u>2,200.00</u>	<u>4,700.00</u>	<u>3,700.00</u>	<u>55.95</u>
TOTAL CHARGES-GOODS & SERVICES	138,400	13,250.00	124,433.78	134,894.00	3,506.00	2.53
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TOTAL REVENUE	138,400	13,250.00	124,433.78	134,894.00	3,506.00	2.53

CITY OF MITCHELL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2025

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	149,717	12,428.49	141,106.62	148,215.72	1,501.28	99.00
101-43700-41110 OVERTIME	1,250	72.26	1,302.38	714.38	535.62	57.15
101-43700-41120 PART-TIME	30,308	0.00	35,068.74	30,284.13	23.87	99.92
101-43700-41200 SOCIAL SECURITY/MEDICARE	13,868	935.81	13,037.57	13,082.46	785.54	94.34
101-43700-41300 RETIREMENT	9,058	750.04	8,478.21	8,909.72	148.28	98.36
101-43700-41500 GROUP INSURANCE	57,389	146.04	32,925.52	41,899.68	15,489.32	73.01
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	261,590	14,332.64	231,919.04	243,106.09	18,483.91	7.07
<u>CURRENT EXPENSES</u>						
101-43700-42200 PROFESSIONAL FEES/SERVIC	22,000	0.00	0.00	0.00	22,000.00	0.00
101-43700-42500 REPAIR & MAINTENANCE	3,000	0.00	5,881.59	2,814.59	185.41	93.82
101-43700-42510 HEADSTONE REPAIR & MAINT	1,000	0.00	4,600.54	0.00	1,000.00	0.00
101-43700-42600 SUPPLIES & MATERIALS	16,000	1,848.53	13,880.79	15,401.94	598.06	96.26
101-43700-42602 CHEMICALS	8,500	0.00	8,214.14	8,518.11 (18.11)	100.21
101-43700-42603 WEED EATERS SUPPLIES	1,500	203.89	1,705.75	1,492.52	7.48	99.50
101-43700-42604 TREES, SOD & SEED	2,000	1,718.01	2,000.00	1,968.01	31.99	98.40
101-43700-42610 GAS & FUEL	10,000	601.38	8,910.25	8,299.68	1,700.32	83.00
101-43700-42650 UNIFORMS	500	277.84	486.19	442.84	57.16	88.57
101-43700-42690 CHANGE IN INVENTORY	0	0.00	1,962.79	0.00	0.00	0.00
101-43700-42700 TRAVEL, CONF. & DUES	500	0.00	566.76	367.00	133.00	73.40
101-43700-42800 UTILITIES	5,500	560.78	5,264.36	4,842.93	657.07	88.05
101-43700-42830 UTILITIES-WATER/SEWER	2,000	2,072.84	1,616.33	2,425.18 (425.18)	121.26
101-43700-42950 CREDIT CARD FEES	0	143.95	0.00	960.45 (960.45)	0.00
101-43700-42999 REFUND OF FEES	<u>1,200</u>	<u>0.00</u>	<u>3,536.50</u>	<u>1,000.00</u>	<u>200.00</u>	<u>83.33</u>
TOTAL CURRENT EXPENSES	73,700	7,427.22	58,625.99	48,533.25	25,166.75	34.15
<u>CAPITAL OUTLAY</u>						
101-43700-43200 BUILDINGS	27,000	0.00	0.00	26,996.28	3.72	99.99
101-43700-43300 IMPROVEMENTS	19,000	0.00	28,500.00	0.00	19,000.00	0.00
101-43700-43400 MACHINERY & EQUIPMENT	<u>31,950</u>	<u>0.00</u>	<u>47,050.00</u>	<u>14,799.00</u>	<u>17,151.00</u>	<u>46.32</u>
TOTAL CAPITAL OUTLAY	77,950	0.00	75,550.00	41,795.28	36,154.72	46.38
TOTAL CEMETERY	413,240	21,759.86	366,095.03	333,434.62	79,805.38	19.31
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TOTAL EXPENDITURES	413,240	21,759.86	366,095.03	333,434.62	79,805.38	19.31
=====						
REVENUE OVER/(UNDER) EXPENDITURES	(274,840)	(8,509.86)	(241,661.25)	(198,540.62)	(76,299.38)	27.76
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WARNING 2,196 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

CITY OF MITCHELL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2025

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	554,200	14,399.68	681,985.03	789,369.43 (235,169.43)	142.43
MISCELLANEOUS REVENUE	<u>16,500</u>	<u>4,500.00</u>	<u>16,727.47</u>	<u>20,625.55</u> (<u>4,125.55)</u>	<u>125.00</u>
TOTAL REVENUES	570,700	18,899.68	698,712.50	809,994.98 (239,294.98)	41.93-

EXPENDITURE SUMMARY

<u>GOLF COURSE</u>						
OTHER	0	0.00	52,649.62	0.00	0.00	0.00
SALARIES	245,907	10,135.71	203,971.54	246,117.82 (210.82)	100.09
CURRENT EXPENSES	213,822	13,741.14	227,558.23	236,235.26 (22,413.26)	110.48
CAPITAL OUTLAY	<u>111,500</u>	<u>21,632.69</u>	<u>728,621.90</u>	<u>358,710.69</u> (<u>247,210.69)</u>	<u>321.71</u>
TOTAL GOLF COURSE	<u>571,229</u>	<u>45,509.54</u>	<u>1,212,801.29</u>	<u>841,063.77</u> (<u>269,834.77)</u>	<u>47.24-</u>
TOTAL EXPENDITURES	571,229	45,509.54	1,212,801.29	841,063.77 (269,834.77)	47.24-

REVENUE OVER/(UNDER) EXPENDITURES (529) (26,609.86) (514,088.79) (31,068.79) 30,539.79 5,773.12-

OTHER SOURCES	0	0.00	0.00	3,470.00 (3,470.00)	0.00
OTHER USES	0	0.00	0.00	0.00	0.00	0.00

REVENUES & OTHER SOURCES OVER
(UNDER) EXPENDITURES & OTHER (USES) (529) (26,609.86) (514,088.79) (27,598.79) 27,069.79 0.00

CITY OF MITCHELL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2025

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	166,000	8,333.56	185,788.41	213,921.13 (47,921.13)	128.87
614-3462 RANGE MEMBERSHIP	23,000	0.00	23,808.52	26,876.71 (3,876.71)	116.86
614-34620 RANGE BALLS	23,000	0.00	31,954.10	40,920.07 (17,920.07)	177.91
614-34622 ADULT GREEN FEES	120,000	0.00	149,901.09	156,367.82 (36,367.82)	130.31
614-34623 ADULT 9/18 SPLIT	0	0.00	0.00	0.00	0.00	0.00
614-34626 PUNCH CARDS	17,000	317.16	17,555.95	16,809.64	190.36	98.88
614-3463 ELECTRIC CART & STORAGE FEE	21,000	2,725.96	21,522.88	24,498.51 (3,498.51)	116.66
614-34630 1.5% TOURISM TAX~RANGE BALLS	300	0.00	479.30	619.68 (319.68)	206.56
614-34631 CART RENTAL	135,000	2,801.72	194,994.74	235,741.93 (100,741.93)	174.62
614-34632 LAWN BOWLING MAINTENANCE	0	0.00	0.00	0.00	0.00	0.00
614-3464 ANNUAL TRAIL FEES	18,000	188.32	16,982.92	16,105.33	1,894.67	89.47
614-34641 LOCKER FEE	1,200	32.96	922.83	889.85	310.15	74.15
614-3465 TOURNAMENT SPONSOR FEE	24,000	0.00	32,159.29	50,096.81 (26,096.81)	208.74
614-3466 MISC/GAS/PROG/CLUBHOUSE	1,700	0.00	1,753.84	1,501.95	198.05	88.35
614-3467 ADVERTISING REVENUE (NO TAX)	4,000	0.00	4,161.16	5,020.00 (1,020.00)	125.50
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	554,200	14,399.68	681,985.03	789,369.43 (235,169.43)	42.43-
<u>MISCELLANEOUS REVENUE</u>						
614-367 CONTRIBUTION FR PRIVATE SOURCE	0	0.00	116.18	2,500.00 (2,500.00)	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	4,500.00	4,500.00	4,500.00	0.00	100.00
614-369 REFUNDS AND REIMBURSEMENTS	<u>12,000</u>	<u>0.00</u>	<u>12,111.29</u>	<u>13,625.55</u> (<u>1,625.55)</u>	<u>113.55</u>
TOTAL MISCELLANEOUS REVENUE	16,500	4,500.00	16,727.47	20,625.55 (4,125.55)	25.00-
TOTAL REVENUE	570,700	18,899.68	698,712.50	809,994.98 (239,294.98)	41.93-

CITY OF MITCHELL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2025

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	1,948.45	0.00	0.00	0.00
614-45250-21620 PENSION EXPENSE	0	0.00	3,954.39	0.00	0.00	0.00
614-45250-21630 OPEB EXPENSE	0	0.00	(238.00)	0.00	0.00	0.00
614-45250-21670 DEPRECIATION EXPENSE	<u>0</u>	<u>0.00</u>	<u>46,984.78</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL OTHER	0	0.00	52,649.62	0.00	0.00	0.00
<u>SALARIES</u>						
614-45250-41100 SALARIES	112,122	8,768.63	106,364.45	112,073.53	48.47	99.96
614-45250-41110 OVERTIME	1,000	75.18	1,428.05	680.78	319.22	68.08
614-45250-41120 PART-TIME	67,136	0.00	52,033.69	71,659.68	(4,523.68)	106.74
614-45250-41200 SOCIAL SECURITY/MEDICARE	13,790	653.34	11,714.68	13,331.96	458.04	96.68
614-45250-41300 RETIREMENT	6,787	530.64	6,419.37	6,746.03	40.97	99.40
614-45250-41500 GROUP INSURANCE	45,072	107.92	26,011.30	41,625.84	3,446.16	92.35
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	245,907	10,135.71	203,971.54	246,117.82	(210.82)	0.09-
<u>CURRENT EXPENSES</u>						
614-45250-42100 INSURANCE	12,000	0.00	11,921.35	13,251.20	(1,251.20)	110.43
614-45250-42200 GOLF PRO CONTRACT	73,840	5,863.35	96,496.10	103,592.60	(29,752.60)	140.29
614-45250-42250 PROFESSIONAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
614-45250-42300 PUBLISHING	2,000	0.00	1,906.14	2,175.30	(175.30)	108.77
614-45250-42400 RENTALS	3,000	0.00	0.00	950.00	2,050.00	31.67
614-45250-42500 REPAIR & MAINTENANCE	12,000	220.00	8,688.43	7,563.54	4,436.46	63.03
614-45250-42600 SUPPLIES & MATERIALS	27,500	2,600.65	25,779.64	27,509.79	(9.79)	100.04
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	25,084.41	25,157.81	(157.81)	100.63
614-45250-42603 SAND/GOLF COURSE	6,000	1,671.64	5,059.36	3,412.05	2,587.95	56.87
614-45250-42604 TREES & SOD	2,500	0.00	2,447.74	1,027.00	1,473.00	41.08
614-45250-42610 GAS & FUEL	15,000	750.72	17,164.73	15,891.61	(891.61)	105.94
614-45250-42650 UNIFORMS	500	226.23	435.42	266.22	233.78	53.24
614-45250-42690 CHANGE IN INVENTORY	0	0.00	3,489.39	0.00	0.00	0.00
614-45250-42700 TRAVEL, CONF. & DUES	2,950	0.00	1,420.86	2,949.26	0.74	99.97
614-45250-42800 UTILITIES	20,180	1,886.19	19,447.65	22,412.70	(2,232.70)	111.06
614-45250-42830 UTILITIES-WATER/SEWER	3,218	521.34	2,286.92	2,377.22	840.78	73.87
614-45250-42920 COMPUTER SOFTWARE	7,834	0.00	4,830.91	6,800.04	1,033.96	86.80
614-45250-42931 SALES TAX	300	1.02	479.18	618.92	(318.92)	206.31
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>620.00</u>	<u>280.00</u>	<u>(280.00)</u>	<u>0.00</u>
TOTAL CURRENT EXPENSES	213,822	13,741.14	227,558.23	236,235.26	(22,413.26)	10.48-

CITY OF MITCHELL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2025

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	20,000	21,632.69	693,621.90	21,632.69 (1,632.69)	108.16
614-45250-43400 MACHINERY & EQUIPMENT	<u>91,500</u>	<u>0.00</u>	<u>35,000.00</u>	<u>337,078.00</u> (<u>245,578.00)</u>	<u>368.39</u>
TOTAL CAPITAL OUTLAY	111,500	21,632.69	728,621.90	358,710.69 (247,210.69)	221.71-
 TOTAL GOLF COURSE	 571,229	 45,509.54	 1,212,801.29	 841,063.77 (269,834.77)	 47.24-
	=====	=====	=====	=====	=====	=====
 TOTAL EXPENDITURES	 571,229	 45,509.54	 1,212,801.29	 841,063.77 (269,834.77)	 47.24-

REVENUE OVER/(UNDER) EXPENDITURES (529) (26,609.86) (514,088.79) (31,068.79) 30,539.79 5,773.12-

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>3,470.00</u> (<u>3,470.00)</u>	<u>0.00</u>
TOTAL OTHER FINANCING SOURCES	0	0.00	0.00	3,470.00 (3,470.00)	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) (529) (26,609.86) (514,088.79) (27,598.79) 27,069.79 5,117.16-

January Lakeview Golf Course Clubhouse Report

- Total rounds for 2025 – 39,242
- Had the Holiday Golf Sale in December before Christmas
- Preparing things day by day, a little at a time, for 2026 season to accommodate everyone in the golf community
- Tentative 2026 Schedule of Events – Subject to change (Handout)
- Updating POS to current prices for 2026 – New Clover systems came in
- Updating Membership sheets, website, etc for 2026
- Reminder of State Events in the upcoming years at Lakeview Golf Course
 - 2026
 - SDGA State Mid Am Championship – June 6th & 7th
 - SDHSAA State A Boys Golf Championship – October 4th & 5th
 - 2027
 - SDGA State Two Woman Championship – June 12th & 13th
 - 2028
 - SDHSAA State B Boys/Girls Golf Championship – June 5th & 6th
 - 2029
 - SDHSAA State AA Girls Golf Championship – June 4th & 5th

Thanks,

Eric Hieb

2025 Rounds Played & Membership Numbers

Rounds

Total Rounds Played in 2023 = 25,416
Total Rounds Played in 2024 = 37,155
2025 Month of November Rounds = 365
Total Rounds Played Through November 2025 = 39,242

Membership

2022 Numbers

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

2023 Numbers

Single: 160 Members
Couples: 104 Members
College: 17 Members
Student: 34 Members
Family: 228 Members
Total: 543 Members

2024 Numbers

Single: 168 Members
Couples: 102 Members
College: 23 Members
Student: 43 Members
Family: 349 Members
Total: 685 Members

2025 Numbers

Single: 203 Members
Couples: 104 Members (52 Memberships)
College: 27 Members
Student: 41 Members
Family: 371 Members (91 Memberships)
Total: 746 Members (417 Memberships)

Single Range Passes: 71 (74 in 2024)

Family Range Passes: 58 (39 in 2024)

City of Mitchell Fun Pass Membership Numbers

Single: 23 Memberships (23 Members)
Couples: 13 Memberships (26 Members)
Family: 47 Memberships (196 Members)

New Members: 93

Punch cards:

- 18 without Cart (9 Holes)
- 49 with Cart (9 Holes)
- 9 without Cart (18 Holes)
- 8 with Cart (18 Holes)

Golf and Cemetery Board

5:45 PM

January 12th

Community Gardens

- Contracts will go out after the first of the year.
- A waiting list is started.
- Gardeners from last year will have until March 1st to claim their spots.

Cemetery

- 16,866 internments
 - Traditional 64
 - Cremations 50
 - Year to date 114
- Working on equipment.
- Paying final bills.
- Presented to Rotary Club on the 8th.

Golf

- Received new POS equipment.
- Ordering Chemical and equipment.
- Paying final bills.
- Grinding reels.
- Working on equipment.
- Toured Mapleton and Elmwood short courses.
- Working on plans for short course.

Golf & Cemetery Superintendent

Jason Gunnare

NORBY

Golf Course Design, Inc.

Agreement dated January 7, 2026 between the City of Mitchell, South Dakota (City) and Norby Golf Course Design, Inc. (Golf Course Designer) for design and consulting services relating to the design of a new par 3 short course at Lakeview Golf Course in Mitchell, South Dakota. This proposal is based upon a fixed fee for the scope of work defined below.

SCOPE OF SERVICES;

Norby Golf Course Design, Inc. shall provide the following additional services:

I. Par 3 Concept Plan

Prepare a preliminary conceptual plan for a new par three golf course to be located north of the existing clubhouse. It is assumed that the par 3 course will be 5 to 8 holes. The Concept Plan will indicate the proposed course routing as well as the yardage for each hole and the approximate location of tees and bunkers.

Following review by the Owner, the Golf Course Designer will make any requested revisions and then prepare a full-color plan suitable for public display and fundraising.

Prepare a Preliminary Estimate of Probable Construction Cost.

COST OF SERVICES

The Golf Course Designer shall be compensated on a fixed fee basis for the services described herein. The total fee for the described services shall be ninety-four hundred dollars (\$9,400.00).

All direct project expenses for travel, telephone, postage, shipping, printing and reproductions shall be considered reimbursable and are *included in the above referenced fee*.

TERMS OF PAYMENT

Requests for payment shall be made as follows:

\$7,000.00 upon completion of the Preliminary Concept Plan

\$1,600.00 upon completion of the full color Concept Plan\

\$800.00 upon completion of the cost estimate

Payments shall be due thirty (30) days from the invoice date. Any unpaid balance, after 30 days, shall be subject to a 1.25% (15% annually) monthly service charge.

OWNER'S RESPONSIBILITIES

The Owner shall:

- a. Provide information, aerial photography, topographic mapping, surveys, reports and professional recommendations, including but not limited to, boundary survey, topographic survey, existing irrigation system as-built drawings, soil data, existing vegetation and wetlands data for use by the Golf Course Designer. Course mapping shall include fairway outlines and the locations of tees, greens, bunkers, trees, cart paths, buildings, fencing and other planimetric features. The Golf

Course Designer shall not be responsible for surveying the property and is entitled to rely on the accuracy and completeness of the information provided by the Owner or others. Aerial photography and topographic mapping shall be provided as a digital file which is compatible with AutoCadd 2024 software and scaleable to 1"=100' with a 2 foot contour interval.

- b. Provide all surveying and engineering including SWPP plans, pipe sizing, storm water calculations, etc. if required.
- c. Submittal of plans, applications and fees to governing agencies for permits and required approvals prior to construction of the golf course improvements.

MISCELLANEOUS PROVISIONS

This Agreement is the entire and integrated Agreement between the Owner and the Golf Course Designer, and supersedes all prior negotiation, statements or agreement, either written or oral. This Agreement may be amended only by written instruments signed by both the Owner and the Golf Course Designer.

The Golf Course Designer shall have no responsibility for addressing subsurface environmental, off-site drainage, storm water run-off, pipe sizing, wetland mitigation, utilities design, bridge design, surveying, civil engineering or any other related items that may impact the Project or that the *State of South Dakota* requires to be performed by a registered engineer or other licensed design professional.

It is understood that golf course design is a unique and specialized profession which is not licensed in the *State of South Dakota*. Any services or work products which require the signature of a licensed professional shall be provided by others.

Either party may terminate this agreement upon seven (7) days written notice without cause. Upon termination, the Golf Course Designer shall be entitled only to the compensation due for work performed to said date.

This Agreement shall be governed by South Dakota State Law.

This proposal does not include preparation of detailed plans or specifications.

This proposal does not include the collection or payment of sales tax or use tax. Should the payment of taxes be required, said taxes will be billed to the Owner or paid by the Owner.

Any claim, dispute or other matter in question arising out of or related to this Agreement shall be construed and governed by the law of the State of South Dakota.

All instruments of professional service prepared by us, including, but not limited to, Drawings and Specifications, shall be jointly owned by the Owner and the Golf Course Designer and shall not be used (1) on other projects; (2) for additions to this Project; or (3) for completion of this Project, without written consent from both the Golf Course Designer and the Owner.

SCHEDULE

The Golf Course Designer will begin work within approximately 8 weeks from acceptance of this agreement. It is anticipated that the Conceptual Plan and cost estimate will require 3 weeks to complete. The Golf Course Designer's services shall be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the work.

ACCEPTANCE

Submitted by:

Norby Golf Course Design, Inc.
Carver, MN



By _____

President

Its _____

January 7, 2026

Date

Agreed:

City of Mitchell
Mitchell, SD

By _____

Its _____

Date