



Golf and Cemetery Board Meeting Agenda
City Council Chambers, City Hall, 612 N. Main Street
February 19, 2026

- 1. 4:00 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 / Approve Agenda**
- 4. Delegations**
- 5. Approve Minutes from January 12 Board Meeting**
- 6. Approve Financial Reports**
- 7. Clubhouse Report**
- 8. Superintendent Report**
- 9. Approve 2026 Cemetery Maintenance Contracts (3) for Calvary, American Legion, and Servicemen's**
- 10. Approve Graceland Cemetery Tuckpointing Proposal**
- 11. Discussion: Phase 3 Update**
- 12. Set Meeting Date for March**
- 13. 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
January 12, 2026

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

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

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

Absent: Terry Rietveld, Tom Young, and Mark Graham

Citizen's Input: None

Delegations: None

Additions or Deletions to the Agenda: None. Motion by Schlimgen and seconded by Reinesch to approve. Motion carried.

The board minutes from the December 10, 2025 meeting were motioned by Shattuck to be approved by and seconded by McEntee. Motion carried.

Next was a review of the **financial reports**. A motion was made by Reinesch and seconded by Schlimgen 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 Concept Plan Contract for the Lakeview Par 3 Course Design. Reinesch motioned and Shattuck seconded to approve the contract. Motion carried.

The next meeting was set for February 19 at 4:00pm.

The meeting was adjourned at 6:45pm.

PACKET : 07656 07657 07658 07659

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
01-00436	CHS INC					
		I-IA4393	101-43700-42600	SUPPLIES & MA MOBIL RARCS 427 5G CHEVRON	209862	178.35
		I-IG4191	101-43700-42610	GAS & FUEL GOLF MAINT UNLEADED GAS	209862	175.01
		I-IG4216	101-43700-42610	GAS & FUEL GOLF MAINT RUBY FIELDMASTER	209862	214.06
01-00532	A-OX WELDING SUPPLY CO					
		I-0088078248	101-43700-42600	SUPPLIES & MA CYLINDER LEASE 5 YEARS	209841	219.50
01-01516	VERIZON WIRELESS					
		I-6132218642	101-43700-42800	UTILITIES ACCT #886931646-00001	209955	115.32
01-02304	TMA STORES					
		I-112705	101-43700-42500	REPAIR & MAIN LOOSE FLAT REPAIR	209952	40.55
01-06294	BROSZ ENGINEERING INC					
		I-2026-23 P.E. #1	101-43700-42200	PROFESSIONAL 2026-23 P.E. #1	209856	12,200.00
		I-2026-24 P.E. #1	101-43700-42200	PROFESSIONAL 2026-24 P.E. #1	209856	7,800.00
01-09703	AMAZON CAPITAL SERVICES					
		I-1GKD-WD9K-DJGK	101-43700-42600	SUPPLIES & MA CAR CHARGER,WIRELESS CHARGING	000046	100.87
DEPARTMENT 3700 CEMETERY					TOTAL:	21,043.66

PACKET : 07660 07661 07662

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
01-00950	GRAHAM TIRE CO					
		I-404196204	101-43700-42500	REPAIR & MAIN CARLISLE TUBE,MOUNT & BALANCE	210018	51.97
01-01199	STURDEVANTS AUTO VALUE					
		I-815068754	101-43700-42600	SUPPLIES & MA BATTERY	210054	126.67
01-09281	WESTIS					
		I-6390341059	101-43700-42500	REPAIR & MAIN MAT CLEANING	210061	33.26
DEPARTMENT 3700 CEMETERY					TOTAL:	211.90

PACKET: 07672 CLAIMS CC 01.22.2026

VENDOR SET: 01

FUND : 101 GENERAL

DEPARTMENT: 3700 CEMETERY

BANK: APBNK

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-07141	FIRST NATIONAL BANK OMA					
		I-01082026.6468	101-43700-42650	UNIFORMS	209958	47.40
				DEPARTMENT 3700 CEMETERY	TOTAL:	47.40

PACKET : 07682 07683 07684 07685
 VENDOR SET: Mult
 FUND : 101 GENERAL
 DEPARTMENT: 3700 CEMETERY
 BUDGET TO USE: CB-CURRENT BUDGET

BANK: Multi

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-00436	CHS INC					
		I-IG4970	101-43700-42610	GAS & FUEL GOLF RUBY FIELDMASTER	210105	79.53
01-00712	NAPA CENTRAL					
		I-824168	101-43700-42600	SUPPLIES & MA COOLANT	210161	8.69
		I-824371	101-43700-42600	SUPPLIES & MA OIL FILTER	210161	10.90
01-01239	BUTLER MACHINERY INC					
		I-13SS00001938	101-43700-43400	MACHINERY & E CATERPILLAR WHEEL LOADER	210099	49,600.00
01-01830	NORTHWESTERN ENERGY					
		I-2581639-8.01.26	101-43700-42800	UTILITIES 700 W 23RD AVE	210164	260.38
		I-2581641-4.01.26	101-43700-42800	UTILITIES W 23RD	210164	18.15
		I-2939180-2.01.26	101-43700-42800	UTILITIES 825 INDIAN VILLAGE RD	210164	17.00
01-02607	SD FEDERAL PROPERTY AGE					
		I-553767554	101-43700-42600	SUPPLIES & MA SNAP ON TOOL,WRENCH SET,GLOVES	210187	129.00
01-02679	MENARD'S INC					
		I-99523	101-43700-42600	SUPPLIES & MA CLAMPS,WALL PLATE,MOUNT,TOOLBO	210148	51.66
01-02939	SD DEPARTMENT OF AGRICU					
		I-145504	101-43700-42700	TRAVEL, CONF. CUNNINGHAM APPLICATOR LICENSE	210184	35.00
		I-146091	101-43700-42700	TRAVEL, CONF. WILLIS APPLICATOR LICENSE	210186	35.00
01-08281	VESTIS					
		I-6380344335	101-43700-42500	REPAIR & MAIN MAT CLEANING	210212	33.26
01-09484	KARL'S					
		I-173642517	101-43700-42600	SUPPLIES & MA 55" UHD SMART TV	210139	150.00
01-09554	TEXAS REFINERY CORP					
		I-310057	101-43700-42600	SUPPLIES & MA CASE OF GREASE TUBES	210203	304.00
01-09703	AMAZON CAPITAL SERVICES					
		I-1G9L-JWYK-1GK3	101-43700-42600	SUPPLIES & MA DESK CALENDAR,DANGER DECALS	000048	138.19
01-10465	SDSC EXTENSION					
		I-14071380733	101-43700-42700	TRAVEL, CONF. D CUNNINGHAM LICENSE,TAX EXEMP	210190	30.00
		I-14144674593	101-43700-42700	TRAVEL, CONF. A WILLIS LICENSE, TAX EXEMPT	210190	30.00
DEPARTMENT 3700 CEMETERY					TOTAL:	50,930.76

PACKET : 07656 07657 07658 07659
 VENDOR SET: Mult
 FUND : 614 GOLF COURSE
 DEPARTMENT: 5250 GOLF COURSE
 BUDGET TO USE: CB-CURRENT BUDGET

BANK: Multi

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-00424	BUNNINGS SUPPLY INC	I-2139279	614-45250-42650	UNIFORMS GUNNARE LOGO VEST,HOODIE	209942	159.96
01-00445	CITY OF MITCHELL	I-04.000400.00.01.26	614-45250-42830	UTILITIES-WAT 600 W 23RD AVE	209964	1.74
01-01355	MIDWEST TURF & IRRIGATI	I-3958758-00	614-45250-42500	REPAIR & MAIN HARNESS, VALVE ASM, STARTER	209919	3,725.16
01-01518	VERIZON WIRELESS	I-6132219642	614-45250-42900	UTILITIES ACCT #986931646-00001	209955	39.73
01-01590	MCLEOD'S PRINTING	I-87042A	614-45250-42300	PUBLISHING MES COUPON BOOK REISSUE	209914	195.00
01-03479	SPECTRUM TECHNOLOGIES I	I-100100112	614-45250-42920	COMPUTER SOFT ANNUAL SUBSCRIPTION FIELDSCOUT	209946	224.00
01-08594	MAKE IT MINE DESIGNS	I-46252	614-45250-42650	UNIFORMS GUNNARE LOGO SHIRTS	209911	41.64
DEPARTMENT 5250 GOLF COURSE					TOTAL:	4,377.27
FUND 614 GOLF COURSE					TOTAL:	4,377.27

PACKET : 07660 07661 07662

VENDOR SET: Mult

FUND : 614 GOLF COURSE

DEPARTMENT: 5250 GOLF COURSE

BAKE: Multi

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-00713	NAPA CENTRAL					
		I-823856	614-45250-42600	SUPPLIES & MA GOLD OIL FILTER	210041	15.54
		I-823975	614-45250-42600	SUPPLIES & MA PREMIUM PERFORMANCE MOTOR	210041	34.68
			DEPARTMENT 5250	GOLF COURSE	TOTAL:	50.22
			FUND 614	GOLF COURSE	TOTAL:	50.22

PACKET : 07682 07683 07684 07685
 VENDOR SET: Mult
 FUND : 614 GOLF COURSE
 DEPARTMENT: 5250 GOLF COURSE
 BUDGET TO USE: CB-CURRENT BUDGET

BANK: Multi

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-00356	QUALIFIED PRESORT SERVI	I-2279-299	614-45250-42600	SUPPLIES & MA POSTAGE 01.01-15.2026	210176	10.14
01-00436	CHS INC	I-IG4452	614-45250-42610	GAS & FUEL GOLF UNLEADED GAS	210105	90.27
01-00565	SDML WORKERS' COMPENSAT	I-27842	614-45250-42100	INSURANCE 2026 WORK COMP RENEWAL	210189	3,263.00
01-00712	NAPA CENTRAL	I-823976	614-45250-42600	SUPPLIES & MA OIL	210161	138.72
01-01239	BUTLER MACHINERY INC	I-138800001938	614-45250-43400	MACHINERY & E CATERPILLAR WHEEL LOADER	210099	49,600.00
01-01330	NORTHWESTERN ENERGY	I-2581639-8.01.26	614-45250-42800	UTILITIES 700 W 23RD AVE	210164	260.39
		I-2581875-8.01.26	614-45250-42800	UTILITIES GOLF CLUB HOUSE	210164	322.68
		I-2581876-6.01.26	614-45250-42800	UTILITIES GOLF CART SHED	210164	18.15
01-02051	MIDCONTINENT COMMUNICAT	I-02630670215170	614-45250-42800	UTILITIES ACCT #026306702	210150	95.65
01-02607	SD FEDERAL PROPERTY AGE	I-553767554	614-45250-42600	SUPPLIES & MA SNAP ON TOOL,WRENCH SET,GLOVES	210187	129.00
01-02679	MENARD'S INC	I-99523	614-45250-42600	SUPPLIES & MA CLAMPS,WALL PLATE,MOUNT,TOOLBO	210148	51.65
01-02939	SD DEPARTMENT OF AGRICU	I-145373	614-45250-42700	TRAVEL, CONF. GUNNARE APPLICATOR LICENSE	210183	35.00
		I-146017	614-45250-42700	TRAVEL, CONF. DAGEN APPLICATOR LICENSE	210185	35.00
01-08130	C & B OPERATIONS LLC	I-7072020	614-45250-43400	MACHINERY & E JOHN DEERE TRACTOR 4066R	210100	53,000.00
01-08892	ERIC HIEB	I-01262026	614-45250-42200	GOLF PRO CONT BASE CONTRACT 02.2026	210126	5,361.14
		I-012626	614-45250-42200	GOLF PRO CONT CLOVER CC FEES 02.2026	210126	202.57
01-09484	KARL'S	I-173642517	614-45250-42600	SUPPLIES & MA 55" UHD SMART TV	210139	149.99
01-09554	TEXAS REFINERY CORP	I-310057	614-45250-42600	SUPPLIES & MA CASE OF GREASE TUBES	210293	304.00
01-10465	SDSU EXTENSION	I-14056631093	614-45250-42700	TRAVEL, CONF. C GUNNARE LICENSE,TAX EXEMPT	210190	30.00
		I-14069734153	614-45250-42700	TRAVEL, CONF. A DAGEN LICENSE,TAX EXEMPT	210190	30.00
					DEPARTMENT 5250 GOLF COURSE	TOTAL: 113,127.35

CITY OF MITCHELL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2026

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>3,950.00</u>	<u>5,931.00</u>	<u>3,950.00</u>	<u>134,450.00</u>	<u>2.85</u>
TOTAL REVENUES	138,400	3,950.00	5,931.00	3,950.00	134,450.00	97.15
<u>EXPENDITURE SUMMARY</u>						
<u>CEMETERY</u>						
SALARIES	261,590	18,448.97	17,624.19	18,448.97	243,141.03	7.05
CURRENT EXPENSES	73,700	211.90	2,019.71	211.90	73,488.10	0.29
CAPITAL OUTLAY	<u>77,950</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>77,950.00</u>	<u>0.00</u>
TOTAL CEMETERY	<u>413,240</u>	<u>18,660.87</u>	<u>19,643.90</u>	<u>18,660.87</u>	<u>394,579.13</u>	<u>95.48</u>
TOTAL EXPENDITURES	413,240	18,660.87	19,643.90	18,660.87	394,579.13	95.48
REVENUE OVER/ (UNDER) EXPENDITURES	(274,840)	(14,710.87)	(13,712.90)	(14,710.87)	(260,129.13)	94.65

CITY OF MITCHELL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2026

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	0.00	0.00	0.00	5,000.00	0.00
101-3481 CEMETERY OPENINGS	60,000	0.00	2,650.00	0.00	60,000.00	0.00
101-3482 CEMETERY LOT SALES	38,000	3,550.00	675.00	3,550.00	34,450.00	9.34
101-3483 CEMETERY SAT FUNERAL FEE	5,000	400.00	500.00	400.00	4,600.00	8.00
101-3484 CEMETERY MAINTENANCE FEES	22,000	0.00	2,106.00	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	3,950.00	5,931.00	3,950.00	134,450.00	97.15
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TOTAL REVENUE	138,400	3,950.00	5,931.00	3,950.00	134,450.00	97.15

CITY OF MITCHELL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2026

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	11,820.40	11,251.22	11,820.40	137,896.60	7.90
101-43700-41110 OVERTIME	1,250	0.00	0.00	0.00	1,250.00	0.00
101-43700-41120 PART-TIME	30,308	437.72	272.80	437.72	29,870.28	1.44
101-43700-41200 SOCIAL SECURITY/MEDICARE	13,868	874.79	818.27	874.79	12,993.21	6.31
101-43700-41300 RETIREMENT	9,058	709.22	675.06	709.22	8,348.78	7.83
101-43700-41500 GROUP INSURANCE	57,389	4,606.84	4,606.84	4,606.84	52,782.16	8.03
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	18,448.97	17,624.19	18,448.97	243,141.03	92.95
<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	85.23	284.30	85.23	2,914.77	2.84
101-43700-42510 HEADSTONE REPAIR & MAINT	1,000	0.00	0.00	0.00	1,000.00	0.00
101-43700-42600 SUPPLIES & MATERIALS	16,000	126.67	1,735.41	126.67	15,873.33	0.79
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	0.00	0.00	0.00	1,500.00	0.00
101-43700-42604 TREES, SOD & SEED	2,000	0.00	0.00	0.00	2,000.00	0.00
101-43700-42610 GAS & FUEL	10,000	0.00	0.00	0.00	10,000.00	0.00
101-43700-42650 UNIFORMS	500	0.00	0.00	0.00	500.00	0.00
101-43700-42690 CHANGE IN INVENTORY	0	0.00	0.00	0.00	0.00	0.00
101-43700-42700 TRAVEL, CONF. & DUES	500	0.00	0.00	0.00	500.00	0.00
101-43700-42800 UTILITIES	5,500	0.00	0.00	0.00	5,500.00	0.00
101-43700-42830 UTILITIES-WATER/SEWER	2,000	0.00	0.00	0.00	2,000.00	0.00
101-43700-42950 CREDIT CARD FEES	0	0.00	0.00	0.00	0.00	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	73,700	211.90	2,019.71	211.90	73,488.10	99.71
<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	19,000	0.00	0.00	0.00	19,000.00	0.00
101-43700-43400 MACHINERY & EQUIPMENT	<u>31,950</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>31,950.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	77,950	0.00	0.00	0.00	77,950.00	100.00
TOTAL CEMETERY	413,240	18,660.87	19,643.90	18,660.87	394,579.13	95.48
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TOTAL EXPENDITURES	413,240	18,660.87	19,643.90	18,660.87	394,579.13	95.48
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REVENUE OVER/(UNDER) EXPENDITURES	(274,840)	(14,710.87)	(13,712.90)	(14,710.87)	(260,129.13)	94.65
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WARNING 2,196 RESTRICTED ACCOUNT(S) OMITTED FROM THIS REPORT

CITY OF MITCHELL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2026

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	7,319.48	6,576.83	7,319.48	546,880.52	1.32
MISCELLANEOUS REVENUE	<u>16,500</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>16,500.00</u>	<u>0.00</u>
TOTAL REVENUES	570,700	7,319.48	6,576.83	7,319.48	563,380.52	98.72

EXPENDITURE SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR YDT ACTUAL	CURRENT YTD ACTUAL	BUDGET BALANCE	% YTD BUDGET
<u>GOLF COURSE</u>						
OTHER	0	0.00	0.00	0.00	0.00	0.00
SALARIES	245,907	15,545.59	14,293.92	15,545.59	230,361.41	6.32
CURRENT EXPENSES	213,822	5,650.71	9,175.18	5,650.71	208,171.29	2.64
CAPITAL OUTLAY	<u>111,500</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>111,500.00</u>	<u>0.00</u>
TOTAL GOLF COURSE	<u>571,229</u>	<u>21,196.30</u>	<u>23,469.10</u>	<u>21,196.30</u>	<u>550,032.70</u>	<u>96.29</u>
TOTAL EXPENDITURES	571,229	21,196.30	23,469.10	21,196.30	550,032.70	96.29

REVENUE OVER/(UNDER) EXPENDITURES	(529)	(13,876.82)	(16,892.27)	(13,876.82)	13,347.82	2,523.22-
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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)	(529)	(13,876.82)	(16,892.27)	(13,876.82)	13,347.82	0.00
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CITY OF MITCHELL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2026

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	4,639.92	4,282.21	4,639.92	161,360.08	2.80
614-3462 RANGE MEMBERSHIP	23,000	195.90	0.00	195.90	22,804.10	0.85
614-34620 RANGE BALLS	23,000	23.00	0.00	23.00	22,977.00	0.10
614-34622 ADULT GREEN FEES	120,000	0.00	0.00	0.00	120,000.00	0.00
614-34623 ADULT 9/18 SPLIT	0	0.00	0.00	0.00	0.00	0.00
614-34626 PUNCH CARDS	17,000	0.00	0.00	0.00	17,000.00	0.00
614-3463 ELECTRIC CART & STORAGE FEE	21,000	715.47	578.04	715.47	20,284.53	3.41
614-34630 1.5% TOURISM TAX~RANGE BALLS	300	0.35	0.00	0.35	299.65	0.12
614-34631 CART RENTAL	135,000	1,650.68	1,716.58	1,650.68	133,349.32	1.22
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	24,000	94.16	0.00	94.16	23,905.84	0.39
614-3466 MISC/GAS/PROG/CLUBHOUSE	1,700	0.00	0.00	0.00	1,700.00	0.00
614-3467 ADVERTISING REVENUE (NO TAX)	4,000	0.00	0.00	0.00	4,000.00	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	554,200	7,319.48	6,576.83	7,319.48	546,880.52	98.68
<u>MISCELLANEOUS REVENUE</u>						
614-367 CONTRIBUTION FR PRIVATE SOURCE	0	0.00	0.00	0.00	0.00	0.00
614-3671 CONTR FR PRIVATE SOURCE LAWN B	0	0.00	0.00	0.00	0.00	0.00
614-3672 CITY CONTRIBUTION	4,500	0.00	0.00	0.00	4,500.00	0.00
614-369 REFUNDS AND REIMBURSEMENTS	<u>12,000</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>12,000.00</u>	<u>0.00</u>
TOTAL MISCELLANEOUS REVENUE	16,500	0.00	0.00	0.00	16,500.00	100.00
TOTAL REVENUE	570,700	7,319.48	6,576.83	7,319.48	563,380.52	98.72

CITY OF MITCHELL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2026

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	112,122	9,044.32	8,608.75	9,044.32	103,077.68	8.07
614-45250-41110 OVERTIME	1,000	0.00	0.00	0.00	1,000.00	0.00
614-45250-41120 PART-TIME	67,136	710.00	0.00	710.00	66,426.00	1.06
614-45250-41200 SOCIAL SECURITY/MEDICARE	13,790	659.49	579.51	659.49	13,130.51	4.78
614-45250-41300 RETIREMENT	6,787	542.66	516.54	542.66	6,244.34	8.00
614-45250-41500 GROUP INSURANCE	45,072	4,589.12	4,589.12	4,589.12	40,482.88	10.18
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	15,545.59	14,293.92	15,545.59	230,361.41	93.68
<u>CURRENT EXPENSES</u>						
614-45250-42100 INSURANCE	12,000	0.00	2,711.00	0.00	12,000.00	0.00
614-45250-42200 GOLF PRO CONTRACT	73,840	5,600.49	5,222.49	5,600.49	68,239.51	7.58
614-45250-42250 PROFESSIONAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
614-45250-42300 PUBLISHING	2,000	0.00	74.00	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	12,000	0.00	0.00	0.00	12,000.00	0.00
614-45250-42600 SUPPLIES & MATERIALS	27,500	50.22	472.69	50.22	27,449.78	0.18
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	2,950	0.00	695.00	0.00	2,950.00	0.00
614-45250-42800 UTILITIES	20,180	0.00	0.00	0.00	20,180.00	0.00
614-45250-42830 UTILITIES-WATER/SEWER	3,218	0.00	0.00	0.00	3,218.00	0.00
614-45250-42920 COMPUTER SOFTWARE	7,834	0.00	0.00	0.00	7,834.00	0.00
614-45250-42931 SALES TAX	300	0.00	0.00	0.00	300.00	0.00
614-45250-42940 LIABILITY CLAIM	0	0.00	0.00	0.00	0.00	0.00
614-45250-42999 REFUNDS	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CURRENT EXPENSES	213,822	5,650.71	9,175.18	5,650.71	208,171.29	97.36

CITY OF MITCHELL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2026

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	0.00	0.00	0.00	20,000.00	0.00
614-45250-43400 MACHINERY & EQUIPMENT	<u>91,500</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>91,500.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	111,500	0.00	0.00	0.00	111,500.00	100.00
TOTAL GOLF COURSE	571,229	21,196.30	23,469.10	21,196.30	550,032.70	96.29
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TOTAL EXPENDITURES	571,229	21,196.30	23,469.10	21,196.30	550,032.70	96.29
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REVENUE OVER/(UNDER) EXPENDITURES	(529)	(13,876.82)	(16,892.27)	(13,876.82)	13,347.82	2,523.22-
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<u>OTHER FINANCING SOURCES</u>						
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

<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)	(529)	(13,876.82)	(16,892.27)	(13,876.82)	13,347.82	2,523.22-
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February Lakeview Golf Course Clubhouse Report

- Still preparing for 2026 season
- Scheduling, memberships and pricing updates, changing flyers for events, talking to sales reps, etc.
- Cleaning up and organizing around clubhouse when I am out there.
- That is about it.

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

February

Community Gardens

- Garden contracts are sent out to last year's gardeners and people on the waiting list.
 - Gardeners from last year and every one on our waiting list got sent a contract.
 - They will have until March 15th to claim their spots.
 - We are anticipating there will still be openings.

Cemetery

- Three trees need to be cut down yet.
 - Waiting for access to bucket truck because of location of the trees.
 - Staff will be taking part in bucket truck training in March.
- Rebuilt the three main mower decks.
- Payloader arrived.
- Have had to start thawing graves.

Golf

- Have cut down 16 trees and hauled out.
 - The tree pile from last year has already been hauled to the landfill.
 - One tree by the parking lot has to come down yet.
- Range ball dispenser has arrived.
 - Range picker is on order.
 - Looking into range balls.
- Working on irrigation filter possibilities.
- Waiting on the injection system for now.
- On the last set of reels to be ground.
- Working on equipment.
- Most of the staff will be back from last year.
- If this weather keeps up will have to think about hauling water.
- Working on replacement tee signs, and refurbishing the rest.

Golf & Cemetery Superintendent

Jason Gunnare



MAINTENANCE & LOT SALE AGREEMENT 2026

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: _____

MAINTENANCE & LOT SALES AGREEMENT 2026

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 2026

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 (6.055 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 upon request of City staff**

City of Mitchell Representative: _____ Date: _____

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



South Dakota Branch Office
1008 S Ben St., Parkston, SD 57366
Ph: (605) 928-3533 Fax: (605) 928-3553
www.midcontinental.com

December 16, 2025

Jason Gunnare, Superintendent
Graceland Cemetery
600 W 23rd Ave
Mitchell, SD 57301

RE: Exterior Pillar Repairs & Entry Gate Repair
Graceland Cemetery – Mitchell

Dear Jason:

Attached is our proposal for the work to be performed on the Graceland Cemetery project. Should you have questions, please feel free to contact me at (866) 521-8536.

With our expertise and dedication to quality workmanship, we look forward to the opportunity of working with you on this project.

Respectfully submitted,

MID-CONTINENTAL RESTORATION CO., INC.

Travis Leischner
Estimator/Project Manager, South Dakota Branch
travis_leischner@midcontinental.com
Cell: (605) 505-0455

TL/kc



South Dakota Branch Office
1008 S Ben St, Parkston, SD 57366
Ph: (605) 928-3533 Fax: (605) 928-3553
www.midcontinental.com

PROPOSAL / CONTRACT

December 16, 2025

From: Travis Leischner, 1008 S Ben St., Parkston, SD 57366
Cell: (605) 505-0455 Email: travis_leischner@midcontinental.com

To: Jason Gunnare, Superintendent, Graceland Cemetery, 600 W 23rd Ave, Mitchell,
SD 57301 Ph: (605) 995-8461 Fax: (605) 995-8464 Cell: (605) 656-1324
email: Jason.gunnare@cityofmitchellsd.gov

Subject: Exterior Pillar Repairs & Entry Gate Repair

Job Name: Graceland Cemetery – 600 W 23rd Ave, Mitchell, SD 57301

GENERAL WORK SCOPES:

- (1) We shall install a 3' x 3' square sample on the building for each phase of work to be performed on this project. The Owner shall then inspect and approve the sample prior to any work being started on the project.
- (2) Cutting technique shall be by use of an air or electric grinder with a carbon or diamond blade and an air-chipping hammer and chisel. We shall use a blade narrower than the joint and cut through the middle of the joint to a proper depth. The remainder of the material at the top and bottom of the joint shall then be carefully removed to avoid damage to the brick. A smaller blade shall be used to cut the vertical head joints to avoid damaging brick units above or below the head joints. In areas where joints cannot be cut to a proper depth as above, we shall use an air chipping hammer and chisel to finish cutting the joint to a proper depth to ensure a good bond of old and new mortar.
- (3) All masonry surfaces shall be washed with pressurized water, approximately 1000 PSI, to remove all dust, dirt and residue from surface areas, leaving the surface in a reasonably clean, bright form.



- (4) All stone mortar joints shall be cut back to a depth of two and one-half times the width of the mortar joints, but in no case shall the mortar joint be cut less than $\frac{3}{4}$ -inch in depth. Once the cutting is completed, all surfaces shall be cleaned of all loose and foreign debris utilizing compressed air and/or pressurized water in preparation for repointing of the mortar joints.
- (5) All mortar joints within the stone surfaces shall be pointed with Type "S" mortar. Prior to installing the new mortar, the masonry surfaces shall be thoroughly wet, with no standing water (saturated surface dry). New mortar shall be packed into the back of the joint, tooled to a neat, uniform appearance and shall match the original mortar in color as closely as possible.
- (6) Mortar shall be allowed to cure by maintaining a damp condition for a period of 36 hours. This shall be accomplished by providing a mist spray directly to mortar joints and masonry, taking care not to wash out fresh mortar.



- (7) All surfaces of concrete copings shall be repaired by chipping away all loose and/or deteriorated material down to a sound surface and then cleaned by use of air and/or water pressure to remove loose residue. The surfaces shall be patched utilizing a polymer modified, cementitious base repair mortar, tooled or shaped to match the contour of the original as closely as possible. All material shall be applied in strict accordance with manufacturer's specifications.

- (8) The **OWNER** shall be responsible for contacting the electrical power company to provide power line protection, rerouting, or de-energize the lines prior to the start of the project. OSHA restricts access to within 3' feet for Insulated lines less than 300 volts, 10' feet for Insulated lines above 300 volts to 50kv. The only exception to the above regulation is the utility company or electrical power system operator must be notified of the need to work closer and the systems operator must deenergize, relocate, or install protective covering to prevent accidental contact with the lines or weather heads.
- (9) If cell phone or microwave antennas exist on the building(s), a current Radio Frequency Safety Survey Report (RFSSR) must be provided to Mid-Continental Restoration prior to commencement of the project. Any associated costs for antenna shutdown or relocation are not included in this proposal. If antennas are unable to be shut down or relocated, exposure areas around the antennas will not be accessible by Mid-Continental Restoration and this work will be deducted out of the contract amount.
- (10) The **OWNER** shall be responsible for supplying adequate water and electrical circuitries to power contractor's equipment. A pigtail cord shall be provided by MCR for an electrician to hard wire into a 40-amp or 50-amp breaker that will provide power to our temporary 240V panel.
- (11) During the construction phase, all precautions shall be taken to protect any other building surfaces, pedestrians, and automobiles. Mid-Continental follows all OSHA safety regulations in scaffolding and public protection, **including full compliance with the OSHA Respirable Crystalline Silica Standard.** Upon completion, all surrounding surfaces of the building and premises shall be cleaned and left in an orderly fashion.
- (12) Mid-Continental Restoration Co., Inc. has been retained to perform defined installation and/or repair work on the building or at the jobsite and has not guaranteed the removal or eradication of any mold/fungi/organic pathogens and other airborne contaminants. Mid-Continental Restoration Co., Inc., shall be held harmless from and against any and all claims, suits or damages resulting in anyway whatsoever from mold/fungi/organic/ pathogens or other airborne contaminants, that may be present at the jobsite before, during and after Mid-Continental has completed its work pursuant to this contract.
- (13) For complete insurance coverage, see **Exhibit "A"** attached hereto. Please review the Terms and Conditions attached hereto and marked **Exhibit "A"**.
- (14) **Workmanship and materials shall be guaranteed for one (1) year(s).**

BID ITEM #1: TWO ENTRY GATE LOCATIONS



We shall accomplish the above outlined work for the sum of:
TWENTY-FIVE THOUSAND, SEVEN HUNDRED THIRTY-FOUR DOLLARS \$25,734.00
 Due to the current volatility of material pricing, the above price shall only be valid for a period of thirty days (30) days, after which pricing is subject to change.

TO ACCEPT BID ITEM #1, PLEASE SIGN BELOW

If **BID ITEM 1** is accepted, please sign here:

Mid-Continental Restoration Co., Inc.

By: _____
 Owner/Owner Representative Dated

By: _____
 Contractor Dated

BID ITEM #2: 40 STONE PILLARS



We shall accomplish the above outlined work for the sum of:
TWENTY-NINE THOUSAND, SEVEN HUNDRED THIRTY-TWO DOLLARS \$29,732.00
 Due to the current volatility of material pricing, the above price shall only be valid for a period of thirty days (30) days, after which pricing is subject to change.

TO ACCEPT BID ITEM #2, PLEASE SIGN BELOW

If **BID ITEM 2** is accepted, please sign here:

Mid-Continental Restoration Co., Inc.

By: _____
 Owner/Owner Representative Dated

By: _____
 Contractor Dated

THE ABOVE PROPOSAL IS ACCEPTED UPON THE TERMS AND CONDITIONS SET FORTH IN EXHIBIT "A" ATTACHED.

PLEASE SIGN AND RETURN THE COMPLETE PROPOSAL TO THE HOME OFFICE. OUR COMPANY WILL RETURN A FULLY SIGNED COPY TO YOU FOR YOUR RECORDS. IF DESIRED, YOU MAY EMAIL OR FAX THE PROPOSAL ACCEPTANCE TO THIS OFFICE AT (605) 928-3553 OR TO OUR CORPORATE OFFICE AT (620) 223-5052. THE EMAILED OR FAXED COPY OF THE SIGNED PROPOSAL WILL BE CONSIDERED A LEGAL BINDING DOCUMENT.

ANY APPLICABLE SALES TAX DUE ON THIS CONTRACT IS INCLUDED IN THE CONTRACT PRICE AND WILL BE STATED SEPARATELY ON OUR BILLING(S), UNLESS ALL OR PART OF THE CONTRACT CONTAINS UNIT PRICE OR TIME & MATERIAL WORK. IF UNIT PRICE OR TIME & MATERIAL WORK IS INCLUDED, APPLICABLE STATE AND LOCAL TAX WILL BE ADDED TO THAT PORTION OF THE CONTRACT.

THE PROPOSAL SET FORTH HEREIN IS THE RESULT OF THE COMPANY'S INITIAL INSPECTIONS OF THE OWNER'S PROPERTY AND WAS DEVELOPED BASED UPON THE COMPANY'S EXPERIENCE IN THE INDUSTRY AND THE COMPANY'S WORK ON SIMILAR PROJECTS. MID-CONTINENTAL RESTORATION COMPANY, INC. DOES NOT EMPLOY A LICENSED ARCHITECT OR ENGINEER, THEREFORE THE "PROPOSAL" IS NOT AND SHOULD NOT BE CONSIDERED AN "ENGINEER'S REPORT" OR AN "ARCHITECT'S REPORT." AS A RESULT, THE COMPANY HEREBY DISCLAIMS ANY LIABILITY WHATSOEVER THAT MAY RELATE TO THE COMPANY'S ANALYSIS OF THE EXISTING CONDITIONS OF THE OWNER'S BUILDING AND THE COMPANY'S RECOMMENDATIONS FOR REPAIR/REMEDIATION THEREOF.

EXHIBIT "A"
TERMS & CONDITIONS

LIMITED WARRANTY

Goods and material installed by Mid-Continental Restoration are the products of reputable manufacturers. Mid-Continental Restoration shall use its best efforts to obtain from each manufacturer's warranty (copies of which will be furnished upon request) or customary practice, the repair or replacement of equipment, goods or material that may prove defective in material or workmanship. The foregoing shall constitute the exclusive remedy of the customer and sole obligation of Mid-Continental Restoration.

THERE ARE NO WARRANTIES, WRITTEN, ORAL, IMPLIED OR STATUTORY RELATING TO THE DESCRIBED EQUIPMENT, GOODS OR MATERIAL WHICH EXTEND BEYOND THAT DESCRIBED IN THIS PROPOSAL. THE IMPLIED STATUTORY WARRANTY OF MERCHANTABILITY AND/OR FITNESS FOR A PARTICULAR PURPOSE SHALL NOT APPLY AND IS EXPRESSLY WAIVED.

Mid-Continental Restoration warrants its workmanship to be free from defects for a period of one (1) year from the date of completion of installation of the above goods and material. Mid-Continental Restoration's warranty is limited to the materials and equipment which Mid-Continental Restoration or its agents or employees install. No warranty is provided for materials and equipment which Mid-Continental Restoration does not install or provide.

The foregoing proposal, subject to these terms and conditions, is submitted for customer's consideration with the understanding that it must be approved by an authorized representative of Mid-Continental Restoration after its acceptance by the customer and is not binding upon Mid-Continental Restoration until so approved in writing and delivered to the customer. When so approved, it shall constitute the entire contract between the parties and no understanding or obligations not herein expressly set forth are binding upon them.

Your acceptance of this proposal is expressly limited to the terms contained within this document. Any conditions set forth in the purchase order or in any similar communication shall not be binding nor effective unless assented to in writing by an authorized representative of Mid-Continental Restoration. Any additional terms or conditions, oral or written, express or implied, not contained within this document are not binding or controlling on the parties unless assented to in writing by an authorized representative of Mid-Continental Restoration. Any order or any statement of intent to proceed with installation or any direction to proceed with installation or acceptance of this proposal or payment in full or part for any of the work or equipment furnished shall constitute customer's assent to the terms and conditions of this proposal.

EXCLUSIONS FROM LIMITED WARRANTY. The following are *not* covered by this warranty:

Any damage to the extent it is caused or made worse by failure by the Owner, General Contractor or by anyone other than Mid-Continental Restoration, its employees, agents, contractors or subcontractors, to comply with the Warranty requirements of manufacturers of appliances, fixtures and items of equipment, or failure by the Owner to give notice to the Contractor of any defects within a reasonable time.

Any damage from the presence of mold or fungus or the creation of conditions that may contribute to the growth of mold or fungus.

Mid-Continental Restoration's liability on any claim for loss or damage arising out of this contract or from the performance or breach thereof or connected with the supplying of any labor, equipment, goods or materials hereunder, or their sale, resale, operation or use, whether based on contract, warranty, tort (including negligence) or other grounds, shall not exceed the amount attributable to such labor, equipment, goods or material or part thereof involved in the claim. Mid-Continental Restoration shall not, under any circumstances be liable for any labor or charges without the prior written consent of Mid-Continental Restoration. Mid-Continental Restoration shall not in any event be liable, whether as a result of breach of contract, warranty, tort (including negligence) or other grounds, for special, consequential, incidental or penal damages, including, but not limited to loss of profits, revenues, loss of use of the product or any associated product, cost of capital, cost of substitute products, facilities or services, downtime costs or claims of the Customer for such damages. If Mid-Continental Restoration furnishes Customer with advice or other assistance which concerns any labor, equipment, goods or material furnished hereunder, or any system or equipment in which any of such equipment goods or material may be installed, and which is not required pursuant to this contract, the furnished of such advice or assistance will not subject any service to any liability, whether based on contract, warranty, tort (including negligence or other grounds).

If Mid-Continental Restoration encounters asbestos or polychlorinated biphenyl (PCB) on the site, Mid-Continental Restoration shall immediately stop work and report the condition to the owner's representative in writing. Mid-Continental Restoration shall not resume work in the affected area until the asbestos or polychlorinated biphenyl (PBS) has been removed or rendered harmless. Mid-Continental Restoration shall not be required to perform any work relating to asbestos or polychlorinated biphenyl (PCB) without its consent.

Any installation dates given in advance are estimated and are subject to prior orders with Mid-Continental Restoration. Mid-Continental Restoration shall not be liable for failure to perform or delay in performance resulting from strikes, accidents, fires, labor difficulties, transportation difficulties, delays in usual sources of supply, major changes in economic conditions, or, without limitations by the foregoing, any cause beyond Mid-Continental Restoration's reasonable control.

If on any breach of default by any party hereto in its obligations to any other party hereto, it shall become necessary for the non-defaulting party to employ an attorney to enforce or defend any of its rights or remedies hereunder, the defaulting party agrees to pay the non-defaulting party its reasonable attorneys' fees, whether or not suit is instituted in connection herewith.

This agreement plus any attachments and/or addendums (both sides) constitutes the entire agreement between the parties, and no terms or understandings not herein contained shall be valid or binding unless contained in writing signed by both parties.

Net cash upon completion of the work, unless this contract extends beyond one month (30 days), in which case Mid-Continental Restoration will be paid for work completed and invoiced monthly and the balance due upon completion of our work. Those projects extending over 30 days will be invoiced at 30-day intervals. Any accounts 30 days past due will be assessed a finance charge of 1½ % per month. Within ten (10) calendar days from commencement of this project, MCR reserves the right to invoice the Owner for all startup costs such as material purchases, equipment purchases and mobilization costs. The invoice for start-up costs will be payable to MCR within fourteen (14) calendar days from the invoice date. In the event time payments are desired, terms shall be included in the specifications and balance due secured by note.

Mid-Continental Restoration agrees to provide the following insurance coverage, subject to change without notice to Customer: (1) Worker's Compensation and/or Employer's Liability insurance – State Requirement; (2) Automobile Liability insurance with limits of at least \$1,000,000.00 combined single limit, bodily injury and property damage for injuries to person or persons involved in an accident in connection with this contract; (3) Contractor's Liability, with limits of \$1,000,000.00 combined single limit bodily injury and property damage per occurrence, \$2,000,000.00 Products/Completed Operations Aggregate; \$2,000,000.00 Policy Aggregate and (4) Excess Liability - \$5,000,000.00.