

**CARBONDALE PARK DISTRICT
GOLF ADVISORY COMMITTEE MEETING
TUESDAY, NOVEMBER 2, 2021
4:00 PM
HICKORY LODGE
1115 WEST SYCAMORE STREET
CARBONDALE, IL
VIA ZOOM: [htt://ZOOM.us/j/9031181650](http://ZOOM.us/j/9031181650)**

AGENDA:

- A. CALL TO ORDER
- B. ROLL CALL
- C. REVIEW / APPROVAL OF MINUTES:
 - 1. October 5, 2021 meeting.
- D. CITIZEN COMMENTS AND QUESTIONS: Limited to items not appearing on the agenda.
- E. OLD BUSINESS:
 - 1. Capillary Concrete Project Update.
 - 2. Overflow Project Update.
 - 3. Hickory Ridge Capital Development Fund Update.
 - 4. Youth On Course Program Update.
 - 5. Clubhouse Operations Update.
- F. NEW BUSINESS:
 - 1. Women's Association Report.
 - 2. Men's Association Report.
 - 3. Senior Association Report.
 - 4. Golf Superintendent's Report.
 - 5. Golf Professional's Report.
 - 6. Review financial reports:
 - a. August 2021
 - 7. Meeting Schedule.
 - 8. Committee Discussion / Recommendations:
 - a. Open discussion.
- G. SCHEDULE NEXT MEETING: December 7, 2021 at 4:00 p.m. via Zoom.
- H. ADJOURNMENT

GOLF ADVISORY COMMITTEE MINUTES

OCTOBER 5, 2021

The Carbondale Park District's Golf Advisory Committee held a regular meeting on Tuesday, October 5, 2021 at 4:00 p.m. at 1115 W. Sycamore Street, Carbondale, Il. The attendees participated via zoom format.

PRESENT: Chuck Vaught, Kay Brechtelsbauer, Dominic Cittadino, John Washburn, Brian Matzenbacher, Tom Brooke, Tyler Stierwalt and Trey Anderson.

Absent: Elaine Vitello, Danielle Kauffman and board liaison Commissioner Jane Adams.

Guests: None.

MEETING CALLED TO ORDER: The meeting was called to order at 4:00 p.m.

APPROVAL OF MINUTES: The minutes of September 7, 2021 meeting were approved.

CITIZENS COMMENTS AND QUESTIONS: None.

OLD BUSINESS:

1. **Capillary Concrete Project Update:** The bunker adjacent to the number one green will have capillary concrete liner installed in October or November. The sand for the bunker may come from E.T. Simonds. Samples of the sand will be tested and compared with the more expensive manufactured sand, which comes from N.E. Ohio or Arkansas. The sand from the E.T. Simonds quarry is currently a byproduct of their operations. The sand may require additional refinement but the cost is expected to be significantly less than trucking the manufactured sand from another state. It is anticipated that the sand from E.T. Simonds will be used in the bunker on the number one green as a test before committing to using the product in the rest of the bunkers. The existing drain tile has been removed from the bunker and will be replaced in order to prepare for the capillary concrete.

2. **Reservoir Overflow Project Update:** It is expected to take 2-3 days to drain the lake in order to make the repair. Staff will rent a pump to pump the water down the overflow. The lake will be drained after there is no longer a need to irrigate the golf course. Trey has discussed the project with a contractor.

3. **Equipment Update:** The existing equipment is very old. It was acquired about 15 years ago in a package purchased from John Deere. The equipment in the Park Maintenance Division is also old and in need of repair. There are cost savings in the current fiscal year budget that may be available to address some of these issues.

4. **T-Sign Project Update:** The individual hired to repaint the tee signs is currently working on the tee sign on the number 15 tee. It is taking approximately 2.5 hours to complete one tee sign. The completed tee signs look very good.

5. **Clubhouse Restaurant Operations Update:** The restaurant appears to be doing very well financially this year.

NEW BUSINESS:

1. **Women's Association:** The membership and participation level has increased this year. This week is the last scheduled association play date for the year. A nine hole tournament is scheduled for Monday. A season ending dinner will be scheduled and held at the clubhouse restaurant to finish the year.

2. **Men's Association:** There were 6-7 players last week. The Association will have a season ending 18 hole tournament in October. The tournament will include dinner for those that participate.

3. **Senior Association:** The Association had two members participate in the Stevens Cup Tournament held at Rend Lake. The Hickory Ridge team placed 5th in the tournament. The fourth and last members tournament for the year was held on September 22, 2021. Thirty four members participated. The last formal play date is October 27, 2021. The match play tournament is down to the two finalist.

4. **Golf Superintendent's Report:** Tyler Stierwalt provided the following information of course conditions for the committee:

1. Staff sprayed a fungicide for brown patch.

2. The rough is still growing very well this late in the season.
3. The irrigation systems off at this time and the irrigation heads are being rebuilt rather than replaced.
4. The old landscaped area on the number three tee has been seeded.
5. The maintenance crew trimmed the trees at the entrance to improve the view of oncoming traffic.

5. Golf Professional's Report: Tom Brooke provided the committee with the following information:

1. Revenue for the month of September 2021 was \$65,034 vs \$51,464 for September 2020. Rounds played in September 2021 were 1,749 vs 2,144 for September 2020.
2. There are four outings scheduled in October.
3. The Recreation Division schedules zoomba classes at the pavilion.

6. Review Financial Report: The committee reviewed the July 2021 financial reports. Expenditures exceeded the revenues for the month of July by -\$7,210. Year to date, the revenues exceed the expenditures by \$8,194. For the Jan-July, 2021 period, the financial position is \$51,098 better than the budget had forecast.

7. Carbondale Park District Strategic Plan: The committee was updated on an amended Carbondale Park District's strategic plan. The amended plan resulted from a Carbondale Park Board retreat held on September 22, 2020. The amended plan was adopted by the Carbondale Park Board of Commissioners on April 12, 2021 with the goal of reviewing the district's progress in one year. The goals of the strategic plan that involve Hickory Ridge Golf Course include the following:

1. Upgrade website
2. Partner with other local cities in areas of common interest.
3. Expand the youth golf program and offer lessons for the young or beginning golfer.
4. Increase interaction between non golfers and the Hickory Ridge Golf Course property.
5. Develop a short course for the young or beginning golfer.
6. Promote donations to the Hickory Ridge Capital Development Fund.
7. Landscape areas around the Hickory Ridge Golf Course.
8. Expand the use of Hickory Ridge facilities for activities other than golf.
9. The Carbondale Park Board will continue to look at what activities and uses can be held at all district facilities.

COMMITTEE DISCUSSION / RECOMMENDATIONS:

1. The committee raised the question about the advertising on the Tee signs. In past years, the contract between Hickory Ridge Golf Course and the business or advertiser was for a three year period. The question that was asked was to consider a two year contract for the same fee that was in effect when the advertising space was last sold, which was more than three years ago. Staff will review this proposed format.

NEXT MEETING: November 2, 2021 at 4:00 p.m. via zoom.

MEETING ADJOURNED: 5:07 p.m.

Carbondale Park District
Profit & Loss Budget vs. Actual
 GOLF OPERATIONS

	Aug 21	Budget	\$ Over Budget
Income			
Alternative Revenue-Other	0.00	100.00	-100.00
Beer Sales	2,143.00	3,000.00	-857.00
Concessions	1,563.66	3,000.00	-1,436.34
Contributions/Grant Opportuniti	0.00	0.00	0.00
Donation	0.00	0.00	0.00
Driving Range	5,076.01	4,000.00	1,076.01
Facility Rental	150.00	100.00	50.00
Gaming Machines	0.00	1,000.00	-1,000.00
Gift Certificates (Golf)	0.00	0.00	0.00
Golf Cart Fees	13,402.00	20,000.00	-6,598.00
Golf Fees	25,499.08	41,600.00	-16,100.92
HRGC Capital Imp Donations	7,500.00		
Interest	0.13		
Jr Golf Fees	0.00	0.00	0.00
Kitchen	1,383.08		
Merchandise	3,251.19	2,300.00	951.19
Miscellaneous Shop Revenue	-442.72	0.00	-442.72
Rental Revenue	0.00	0.00	0.00
Sales Tax	743.26	500.00	243.26
Total Income	60,268.69	75,800.00	-15,331.31
Expense			
(A) Payroll Expenses			
FICA Expense	756.51	517.00	239.51
Health Insurance Expense	789.67	697.00	92.67
IMRF Expense	682.28	279.00	403.28
On Call Wages	0.00	0.00	0.00
Overtime	442.80	0.00	442.80
Salaries	0.00	0.00	0.00
Unemployment Expense	234.74	228.00	6.74
Wages Hourly Fulltime	4,014.40	2,560.00	1,454.40
Wages Hourly Part Time	5,431.77	4,200.00	1,231.77
(A) Payroll Expenses - Other	0.00	0.00	0.00
Total (A) Payroll Expenses	12,352.17	8,481.00	3,871.17
Advertising/Promotion	0.00	500.00	-500.00
Awards/Recognition	0.00	0.00	0.00
Bank Charges	1,164.14	700.00	464.14
BEER/LIQUOR	2,977.20		
Building Repairs/Maintenance	296.64	167.00	129.64
Computer Equipment/Software	0.00	0.00	0.00
Concession Supplies	823.06	3,600.00	-2,776.94
Contractor Fees	0.00	50.00	-50.00
Dues and Subscriptions	40.00	125.00	-85.00
Electric Utilities	1,221.79	1,000.00	221.79
Equipment Parts/Repairs	341.00	42.00	299.00
Equipment Replacement	0.00	0.00	0.00
Fax/Modem	147.97	25.00	122.97
Food/Provisions	730.35	0.00	730.35
Fuel/Lubricants	0.00		
Gas Utilities	270.29	159.00	111.29

8:57 AM

09/20/21

Accrual Basis

Carbondale Park District
Profit & Loss Budget vs. Actual
GOLF OPERATIONS

	Aug 21	Budget	\$ Over Budget	
Golf Shop Supplies	2,823.41	1,667.00	1,156.41	
Inspection Fee	0.00	0.00	0.00	
Janitorial Service	0.00	20.00	-20.00	
Janitorial Supplies	102.32	20.00	82.32	
Licenses	0.00	0.00	0.00	
Maintenance Contracts	308.82	417.00	-108.18	
Misc Supplies	398.41	417.00	-18.59	
Office Equipment	0.00	0.00	0.00	
Office Supplies	0.00	42.00	-42.00	
Postage/Freight	0.00	29.00	-29.00	
Printing/Reproduction	0.00	0.00	0.00	
Program Supplies	0.00	0.00	0.00	
Rentals	0.00	0.00	0.00	
Safety/First Aid Supplies	0.00	42.00	-42.00	
Sales Tax Expense	849.00	400.00	449.00	
Shop Supplies/Small Tools	0.00	0.00	0.00	
Telephone Expense	102.05	417.00	-314.95	
Training and Travel	0.00	0.00	0.00	
Vehicle Parts/Repairs	0.00	42.00	-42.00	
Water Utilities	12.18	42.00	-29.82	
Total Expense	24,960.80	18,404.00	6,556.80	✓-
Net Income	35,307.89	57,196.00	-21,888.11	✓+

Carbondale Park District
Profit & Loss Budget vs. Actual
GOLF MAINTENANCE

	Aug 21	Budget	\$ Over Budget
Income			
Alternative Revenue	0.00	0.00	0.00
Contributions/Grant Opportuniti	0.00	0.00	0.00
Total Income	0.00	0.00	0.00
Expense			
(A)Payroll Expenses			
Disc Golf Labor	0.00	1,000.00	-1,000.00
FICA Expense	1,241.50	1,393.00	-151.50
Health Insurance Expense	1,500.67	1,452.00	48.67
IMRF Expense	1,766.16	1,161.00	605.16
On Call Wages	0.00	0.00	0.00
Overtime	1,666.65	300.00	1,366.65
Salaries	3,450.48	5,810.00	-2,359.52
Unemployment Expense	349.24	615.00	-265.76
Wages Hourly Fulltime	2,373.00	4,836.00	-2,463.00
Wages Hourly Part Time	8,804.20	7,266.00	1,538.20
(A)Payroll Expenses - Other	0.00	0.00	0.00
Total (A)Payroll Expenses	21,151.90	23,833.00	-2,681.10
Building Repairs/Maintenance	0.00	1,000.00	-1,000.00
Chemicals	538.96	1,000.00	-461.04
Clothing	267.60	100.00	167.60
Computer Equipment/Software	0.00	0.00	0.00
Construction Materials	0.00	2,000.00	-2,000.00
Consultant Services	0.00	500.00	-500.00
Contractor Fees	0.00	0.00	0.00
Course Accessories	453.99	0.00	453.99
Dues and Subscriptions	230.00	285.00	-55.00
Electric Utilities	1,439.69	2,100.00	-660.31
Equipment Parts/Repairs	375.00	100.00	275.00
Equipment Replacement	208.05	0.00	208.05
Fax/Modem	0.00	0.00	0.00
Fertilizer	0.00	1,000.00	-1,000.00
Food/Provisions	0.00	0.00	0.00
Fuel/Lubricants	2,831.05	1,440.00	1,391.05
Gas Utilities	257.56	0.00	257.56
Inspection Fee	155.00	0.00	155.00
Irrigation/Drainage Supply	666.23	0.00	666.23
Janitorial Supplies	0.00	20.00	-20.00
Landscaping Supplies	319.60	2,250.00	-1,930.40
Licenses	0.00	0.00	0.00
Maintenance Contracts	170.58	280.00	-109.42
Office Equipment	0.00	0.00	0.00
Office Supplies	0.00	35.00	-35.00
Paint/Supplies	0.00	35.00	-35.00
Payment Other Entities	0.00	0.00	0.00
Postage/Freight	0.00	15.00	-15.00
Rentals	0.00	0.00	0.00
Safety/First Aid Supplies	0.00	30.00	-30.00
Shop Supplies/Small Tools	708.55	150.00	558.55
Telephone Expense	447.38	150.00	297.38

✓+

8:58 AM
09/20/21
Accrual Basis

Carbondale Park District
Profit & Loss Budget vs. Actual
GOLF MAINTENANCE

	<u>Aug 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	
Training and Travel	0.00	0.00	0.00	
Vehicle Parts/Repairs	1,280.08	1,334.00	-53.92	
Water Utilities	84.38	90.00	-5.62	
Total Expense	<u>31,585.60</u>	<u>37,747.00</u>	<u>-6,161.40</u>	✓+
Net Income	<u>-31,585.60</u>	<u>-37,747.00</u>	<u>6,161.40</u>	✓+

Carbondale Park District
Profit & Loss Budget vs. Actual
 GOLF OPERATIONS

	Jan - Aug 21	Budget	\$ Over Budget	
Income				
Alternative Revenue	385.26			
Alternative Revenue-Other	50.00	12,700.00	-12,650.00	
Beer Sales	14,291.88	13,000.00	1,291.88	
Concessions	7,428.12	19,900.00	-12,471.88	
Contributions/Grant Opportuniti	8,000.00	7,000.00	1,000.00	
Donation	0.00	0.00	0.00	
Driving Range	23,204.78	15,100.00	8,104.78	
Facility Rental	500.00	750.00	-250.00	
Gaming Machines	138.45	6,000.00	-5,861.55	
Gift Certificates (Golf)	0.00	0.00	0.00	
Golf Cart Fees	75,718.90	90,000.00	-14,281.10	
Golf Fees	192,201.70	210,300.00	-18,098.30	
HRGC Capital Imp Donations	7,500.00			
Interest	0.13			
Jr Golf Fees	1,050.00	2,500.00	-1,450.00	
Kitchen	8,959.03			
Merchandise	16,776.39	17,800.00	-1,023.61	
Miscellaneous Shop Revenue	597.75	4,000.00	-3,402.25	
Rental Revenue	0.00	1,000.00	-1,000.00	
Sales Tax	4,347.08	3,000.00	1,347.08	
Total Income	361,149.47	403,050.00	-41,900.53	✓-
Expense				
(A) Payroll Expenses				
FICA Expense	4,439.59	4,212.00	227.59	
Health Insurance Expense	6,276.35	5,576.00	700.35	
IMRF Expense	3,170.96	2,372.00	798.96	
On Call Wages	0.00	0.00	0.00	
Overtime	1,213.35	500.00	713.35	
Salaries	0.00	0.00	0.00	
Unemployment Expense	1,727.46	1,858.00	-130.54	
Wages Hourly Fulltime	28,400.27	21,760.00	6,640.27	
Wages Hourly Part Time	28,398.34	32,800.00	-4,401.66	
(A) Payroll Expenses - Other	0.00	0.00	0.00	
Total (A) Payroll Expenses	73,626.32	69,078.00	4,548.32	✓-
Advertising/Promotion	0.00	2,000.00	-2,000.00	
Awards/Recognition	0.00	0.00	0.00	
Bank Charges	7,111.19	4,800.00	2,311.19	
BEER/LIQUOR	7,689.85			
Building Repairs/Maintenance	2,208.80	1,336.00	872.80	
Computer Equipment/Software	400.00	0.00	400.00	
Concession Supplies	6,662.86	17,300.00	-10,637.14	
Contractor Fees	0.00	300.00	-300.00	
Dues and Subscriptions	740.00	1,000.00	-260.00	
Electric Utilities	7,266.00	6,600.00	666.00	
Equipment Parts/Repairs	439.43	336.00	103.43	
Equipment Replacement	428.85	5,500.00	-5,071.15	
Fax/Modem	2,240.97	200.00	2,040.97	
Food/Provisions	3,855.77	300.00	3,555.77	
Fuel/Lubricants	0.00			

8:57 AM

09/20/21

Accrual Basis

Carbondale Park District
Profit & Loss Budget vs. Actual
GOLF OPERATIONS

	Jan - Aug 21	Budget	\$ Over Budget
Gas Utilities	1,852.04	1,363.00	489.04
Golf Shop Supplies	12,514.29	13,336.00	-821.71
Inspection Fee	1,219.77	0.00	1,219.77
Janitorial Service	0.00	160.00	-160.00
Janitorial Supplies	174.54	160.00	14.54
KITCHEN SUPPLIES	359.71		
Licenses	227.25	2,000.00	-1,772.75
Maintenance Contracts	2,369.55	3,336.00	-966.45
Misc Supplies	643.42	3,336.00	-2,692.58
New Equipment	966.90		
Office Equipment	0.00	700.00	-700.00
Office Supplies	400.72	332.00	68.72
Postage/Freight	20.90	232.00	-211.10
Printing/Reproduction	0.00	500.00	-500.00
Program Supplies	1,119.68	3,500.00	-2,380.32
Rentals	0.00	1,100.00	-1,100.00
Safety/First Aid Supplies	5.06	336.00	-330.94
Sales Tax Expense	3,678.00	2,600.00	1,078.00
Shop Supplies/Small Tools	230.70	0.00	230.70
Telephone Expense	804.64	3,336.00	-2,531.36
Training and Travel	0.00	1,000.00	-1,000.00
Vehicle Parts/Repairs	226.06	336.00	-109.94
Water Utilities	184.42	336.00	-151.58
Total Expense	139,667.69	146,749.00	-7,081.31
Net Income	221,481.78	256,301.00	-34,819.22

✓+

✓-

Carbondale Park District
Profit & Loss Budget vs. Actual
 GOLF MAINTENANCE

	Jan - Aug 21	Budget	\$ Over Budget
Income			
Alternative Revenue	28.35	0.00	28.35
Contributions/Grant Opportuniti	0.00	0.00	0.00
Total Income	28.35	0.00	28.35
Expense			
(A)Payroll Expenses			
Disc Golf Labor	0.00	5,000.00	-5,000.00
FICA Expense	8,201.62	10,553.00	-2,351.38
Health Insurance Expense	14,378.70	11,616.00	2,762.70
IMRF Expense	8,189.69	9,869.00	-1,679.31
On Call Wages	0.00	0.00	0.00
Overtime	3,726.21	1,500.00	2,226.21
Salaries	37,311.68	49,386.00	-12,074.32
Unemployment Expense	2,685.73	4,657.00	-1,971.27
Wages Hourly Fulltime	24,023.89	41,106.00	-17,082.11
Wages Hourly Part Time	42,777.40	45,973.00	-3,195.60
(A)Payroll Expenses - Other	0.00	0.00	0.00
Total (A)Payroll Expenses	141,294.92	179,660.00	-38,365.08
Building Repairs/Maintenance	2,855.20	2,200.00	655.20
Chemicals	11,577.08	15,000.00	-3,422.92
Clothing	267.60	400.00	-132.40
Computer Equipment/Software	340.00	0.00	340.00
Construction Materials	55.72	10,000.00	-9,944.28
Consultant Services	0.00	1,000.00	-1,000.00
Contractor Fees	205.00	0.00	205.00
Course Accessories	453.99	1,400.00	-946.01
Dues and Subscriptions	480.00	660.00	-180.00
Electric Utilities	9,355.54	8,900.00	455.54
Equipment Parts/Repairs	2,414.45	400.00	2,014.45
Equipment Replacement	208.05	17,000.00	-16,791.95
Fax/Modem	889.60	0.00	889.60
Fertilizer	4,166.49	8,000.00	-3,833.51
Food/Provisions	21.06	0.00	21.06
Fuel/Lubricants	8,656.04	7,240.00	1,416.04
Gas Utilities	1,785.87	1,000.00	785.87
Inspection Fee	1,044.00	1,200.00	-156.00
Irrigation/Drainage Supply	3,271.49	506.92	2,764.57
Janitorial Supplies	40.06	160.00	-119.94
Landscaping Supplies	1,266.64	6,500.00	-5,233.36
Licenses	0.00	0.00	0.00
Maintenance Contracts	1,627.63	2,240.00	-612.37
Office Equipment	0.00	250.00	-250.00
Office Supplies	93.34	280.00	-186.66
Paint/Supplies	116.59	280.00	-163.41
Payment Other Entities	0.00	0.00	0.00
Postage/Freight	36.77	120.00	-83.23
Rentals	464.00	2,500.00	-2,036.00
Safety/First Aid Supplies	0.00	240.00	-240.00
Shop Supplies/Small Tools	1,954.12	1,200.00	754.12
Telephone Expense	1,040.91	1,200.00	-159.09

✓ +

8:59 AM
09/20/21
Accrual Basis

Carbondale Park District
Profit & Loss Budget vs. Actual
GOLF MAINTENANCE

	<u>Jan - Aug 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	
Training and Travel	0.00	1,500.00	-1,500.00	
Vehicle Parts/Repairs	9,521.22	7,999.00	1,522.22	
Water Utilities	593.54	720.00	-126.46	
Total Expense	<u>206,096.92</u>	<u>279,755.92</u>	<u>-73,659.00</u>	✓+
Net Income	<u>-206,068.57</u>	<u>-279,755.92</u>	<u>73,687.35</u>	✓+