

**SUGAR CREEK GOLF COURSE
ADMINISTRATIVE BOARD MEETING
AGENDA**

**Tuesday March 22nd, 2016
6:00 P.M. Sugar Creek Clubhouse**

1. Call meeting to Order
2. Roll Call
3. Additions and/or Corrections To Agenda
4. Approval of Minutes of February 23rd, 2016 Meeting
5. Public Participation

OLD BUSINESS

- None

NEW BUSINESS

- Managers' Report - March
- Superintendent Report - March

FINANCIAL REPORTS

- January Income Statement – Period 1, 2016
- February Income Statement – Period 2, 2016

Next Meeting

Tuesday April 26th, 2016

**MEETING LOCATED AT
SUGAR CREEK GOLF COURSE
500 E. VAN BUREN
VILLA PARK, ILLINOIS 60181**

Sugar Creek Administrative Board Minutes
Tuesday February 23rd, 2016
(Prepared by Dave Anderson in absence of
recording secretary Jean Paprocki)

Present: Jim Rogers, Anthony Pelosi, Brian McDermott, Cheryl Tucker, Mark Exiner, Greg Gola, Bob Taglia

Also Present: Dave Anderson - Manager, Kevin Goss – Superintendent

Absent: None

Additions and/or corrections to Agenda: Dave clarified that the financial report to be reviewed will be for December 2015 since at the time the Agenda was delivered it was yet to be determined.

Approval of Minutes for November 17th, 2015: Anthony Pelosi moved to approve with a second by Jim Rogers. The committee approved by roll call.

Public Participation: None

Old Business: None

New Business

Manager's Report

Online registration for the summer youth camp opened on Saturday February 20th at 9 a.m. Similar to the past consecutive 7 or 8 years, the program sold out to maximum capacity of 400 participants within the first hour. In addition to the full class rosters, waitlists have been established totaling over 100 more hopeful participants. Staff is working on filtering through some of the duplicate and redundant registrations which is an inevitable result of the frantic nature of the high-demand registration process. Over \$100,000 in revenue has been collected after a 10% rate increase for the 2016 program.

- Sugar Creek has been hosting once-a-week “on-boarding” sessions for the ride-share company Lyft (similar to Uber). Since they do not have office space, they rent facilities at three different locations around Chicagoland to do their hiring and orientation sessions. The typical rental consists of about 5 hours where they bring their own personal computers and meet with their prospective drivers who have scheduled their appointments on line. Our rental charge for each session is \$350.
- The annual Chili Open golf event was held on January 9th with close to 70 golfers. The weather was awful which makes for an even better time for the hearty participants who receive chili all day, and a buffet dinner and raffle after their round.
- Much time in January and February is spent ordering and updating supplies like resident cards, Sr. Frequent Player cards, gift card, rate cards, e-keys for the driving range etc... Also season schedules and reservations are beginning to be made for a few for the bigger outings, leagues, permanent tee times and the fall high school golf seasons.

- An upgrade to the current P.O.S. software was completed.
- In January and February Sugar Creek hosted three birthday parties and two christenings.
- The golf car fleet is in the process of doing annual maintenance with the vendor which requires scheduling fleet pick-up for the work to be done. Eight additional carts will be added to the fleet this year bringing the cart total to 30.
- A new flat screen TV was purchased and installed behind the front counter to replace the original TV that outlived its useful life. The TV is used solely as a monitor for in-house promos and information.

Superintendent Report

Winter Summary

Last December was unusually warm and wet. The temperature was on average 11° F over normal, and precipitation was 2.6 inches over normal. Maintenance staff continued to clean and prep the course for play as golf continued sporadically until right before Christmas. Warm, wet weather and saturated soils delayed the planned tree removals but allowed for some drainage work and landscape renovation between the 6th green and 7th tee. Cold weather and snow came in January and brought a halt to most, but not all, golf and course preparation. During January and February, the maintenance crew could finally begin annual equipment maintenance, sharpening, and repairs, as well as building repair projects.

Projects and Notes

- In December, we added 300 feet of drainage pipe between the 7th tee and 6th green to drain pools of water caused by changes in topography over the years. This project is part of the overall reworking of this area and helped us access some of the ash trees behind the 7th tee.
- The 111 dead ash trees on the 6th hole were removed in January when the saturated ground finally froze. Over the next year, we will be grinding the stumps and renovating the area.
- Equipment repairs and maintenance:
 - Complete engine rebuild on greens mower (pictures on blog)
 - Sharpened cutting units on reel mowers and blades on rotary mowers
 - Replaced crankshaft seals on Kubota rough mower
 - Repaired and reconditioned several older tractor attachments
 - Replaced rear brakes on pickup truck
- Demolished and renovated a bathroom shower at the rental house due to a leaking shower enclosure. By completing this with our maintenance staff, the golf course saved several thousand dollars versus hiring contractors.
- Began work on PDRMA insurance review.
- Attended the Golf Course Superintendents Association of America's Golf Industry Show and Education Conference from February 7th to the 11th. I was awarded a scholarship through the Melrose Leadership Academy that is sponsored by the Environmental Institute for Golf. As part of the leadership academy, I had the privilege of meeting and learning from many national leaders of the golf industry. I also attended 20 hours of seminars and attended the trade show which showcased many new technologies that are coming to market.

Financial Reports

Approval of December 2015 Income Statement

Jim Rogers gave a review of the end of month Income Statement through December. Jim noted that the Park District and Village Finance Directors are working together to engage an outside agency to conduct the annual year-end golf course audit which will begin on March 7th, 2016.

Regarding the Income Statement, Jim noted that revenues were up over \$100,000 compared to the previous year 2014. On the expense side, the golf course was able to make both principle and interest payments in full for both debt instruments for the Park District and the Village. The excess of revenues over expenses in 2015 was \$129,679 compared to \$35,018 – an increase to the bottom line of \$94,661 compared to 2014. Jim commented that it was a great year financially.

Brian McDermott asked if the variance from budget on the bottom line was supposed to be a positive \$85,019 as opposed to the way it appears as a negative on the income statement. Jim clarified that the budget for excess over revenues was only for \$44,660, whereas the actual excess of revenues over expenses came to \$129,679 – an \$85,019 increase over the budgeted number.

Cheryl Tucker asked if any of the PDRMA insurance claims over the past five years has had any impact on the value or depreciation of the facility. Jim replied that one of the benefits of being in a pool of PDRMA insurance recipients is that they consider the overall claims of the district compared to other districts and in the large scheme of things, Sugar Creek claims are minute.

A motion to approve the December 2015 Income Statement was made by Bob Taglia with a second by Anthony Pelosi. All approved with a roll call vote.

Schedule Next Meeting

March 22nd, 2016

Motion to adjourn Mark Exiner, 2nd by Bob Taglia.



March 8, 2016

2015 Golf Participation in the U.S. – A slight dip tempered by strong positive indicators

Twenty years after Tiger Woods stepped before a microphone in Milwaukee on Aug. 28, 1996, and with the words “Hello, World,” touched off the most meaningful golf industry growth since Arnold Palmer and President Eisenhower jump-started it 40 years earlier, there are reasons to be confident about the stability of the game. While the latest NGF participation numbers show a slight dip in 2015 to 24.1 million (over the age of 6 who played at least once) from 24.7 million the two previous years, numbers remained strong in several crucial areas: among committed golfers, beginning golfers and in the number of people interested in taking up the game.

While the total drop in golfers from 2014 to 2015 was within the national study’s statistical margin of error, the results do suggest that a slow leak in overall participation persists. However, NGF analysis continues to show that attrition is confined mainly to those who never really got into the game.

About 80 percent of all golfers, or 20 million of the 24.1 million, make up a committed base who accounted for 94 percent of all rounds played and equipment spending in 2015. Play among this group drove an overall increase in rounds played of 1.8% versus 2014, as reported by the National Rounds Played Coalition (comprised of NGF, Golf Datatech, PGA of America and NGCOA).

The twenty-somethings like Jordan Spieth, Jason Day, Rickie Fowler, Lexi Thompson and teenager Lydia Ko appear to be resonating. Beginners numbered 2.2 million in 2015, which compares favorably to the all-time high of 2.4 million in 2000, at the peak of Woods’ success when he won three major championships. And the biggest group of beginners in 2015 were Millennials.

Interest in playing golf is at an all-time high with an estimated 37 million non-golfers saying they are interested in taking up the game. And roughly 20 percent may already be making their first moves. In addition to the 24 million people who played golf on a golf course last year, another 7 million took part in the game at a driving range, a TopGolf facility or on an indoor golf simulator.

Golf’s overall reach is impressive. An estimated 81 million*, including 62 million non-golfers, watched golf on TV in 2015 while 27 million read about the game in traditional or electronic media. One out of three Americans – about 95 million – played golf on a golf course or alternate venue, watched on TV or read about it in 2015. The interest is there. The challenge is to activate more of the people who are interested in playing, and retain a higher percentage of those who do give golf a try. Getting more beginners to enter the game through structured introduction programs like Get Golf Ready is key to improving retention.

While participation growth remains difficult to achieve, with the recession in the rearview mirror and an exciting new wave of young players in front of us, there are good reasons to be optimistic about future growth if emphasis continues to be placed on converting more beginners into committed golfers.

**81 million is consistent with Nielsen viewership statistics for Americans watching PGA TOUR broadcasts for a minimum of 15 minutes.*

Income Statement Sugar Creek Golf Course

February

	2016 Full Year Budget	2016 YTD through February	February Variance from Budget	2015 YTD through February
FUND: 80 SUGAR CREEK GOLF COURSE				
REVENUES				
80.00.3040.0000 Advertising Revenues				
80.00.3200.1813 Driving Range Instruction	16,050.00	0.00	16,050.00	1,916.00
80.00.3200.1816 Jr. Golf	86,300.00	0.00	86,300.00	0.00
80.00.3200.1818 Private Lessons	3,500.00	0.00	3,500.00	0.00
80.00.3300.1801 Pull Cart Rental	10,560.00	99.00	10,461.00	24.00
80.00.3300.1802 Club Car Rental	107,200.00	40.00	107,160.00	0.00
80.00.3300.1803 Golf Club Rental	2,100.00	0.00	2,100.00	0.00
80.00.3341.0000 Indoor Facility Rentals	25,500.00	4,980.00	20,520.00	3,375.00
80.00.3341.1804 Employee Housing	15,600.00	1,300.00	14,300.00	3,900.00
80.00.3430.0000 Daily Use Fees	497,349.00	4,476.96	492,872.04	297.81
80.00.3430.1813 Driving Range	105,000.00	1,981.00	103,019.00	0.00
80.00.3431.0000 Punch Card Fees	8,100.00	1,200.00	6,900.00	950.00
80.00.3453.0000 Season Passes	9,730.00	285.00	9,445.00	40.00
80.00.3454.0000 Permanent Tee Times	6,700.00	1,450.00	5,250.00	975.00
80.00.3600.1807 Pro Shop	45,000.00	2,072.99	42,927.01	2,464.12
80.00.3600.1808 Beer/Wine Sales	63,000.00	2,378.37	60,621.63	2,222.54
80.00.3600.1809 Food Sales	23,000.00	124.65	22,875.35	119.66
80.00.3600.1810 Soft Drink Sales	20,000.00	412.04	19,587.96	437.52
80.00.3600.1814 Liquor Sales	12,063.00	757.66	11,305.34	1,099.62
80.00.3900.0000 Operating Interfund Transfers	0.00	0.00	0.00	0.00
80.00.3960.0000 Interest Income	0.00	0.00	0.00	1.02
80.00.3990.0000 Miscellaneous Revenues	0.00	0.00	0.00	0.00
TOTAL REVENUES	1,056,752.00	21,557.67	1,035,194.33	17,822.29
EXPENDITURES				
FUND: 80 SUGAR CREEK GOLF COURSE				
EXPENDITURES				
80.00.4001.0000 Full-Time Employees Salary & Wages	191,997.00	727.75	191,269.25	3,302.00
80.00.4240.0000 Operations Staff Wages	74,360.00	5,148.19	69,211.81	2,924.49
80.00.4280.0000 Program Staff Wages	0.00	86.20	(86.20)	0.00
80.00.4280.1805 Cashier/Greens Fees	41,300.00	673.95	40,626.05	105.00
80.00.4280.1809 Food Preparation Wages	3,600.00	0.00	3,600.00	0.00
80.00.4280.1811 Administrative Staff	330.00	0.00	330.00	0.00
80.00.4280.1813 Driving Range	7,487.00	0.00	7,487.00	0.00
80.00.4280.1814 Bar Wages	13,198.00	388.50	12,809.50	580.25
80.00.4280.1816 Program Wages-JR Golf	12,000.00	0.00	12,000.00	0.00
80.00.4280.1817 Utility/Cleaning	12,000.00	0.00	12,000.00	212.94
80.00.4280.1818 Private Lessons	2,625.00	0.00	2,625.00	0.00
Salaries total	358,897.00	7,024.59	351,872.41	7,124.68

Income Statement Sugar Creek Golf Course

		February			
		2016 Full Year Budget	2016 YTD through February	February Variance from Budget	2015 YTD through February
FUND: 80 SUGAR CREEK GOLF COURSE					
80.00.5020.0000	Health Care Expenses	29,539.00	2,626.74	26,912.26	3,352.35
80.00.5040.0000	Illinois Muncipal Retirement Fund	30,924.00	3,750.69	27,173.31	4,400.83
80.12.5050.0000	Business Insurance	13,900.00	0.00	13,900.00	0.00
80.00.5060.0000	FICA-Employer Portion	27,456.00	2,659.72	24,796.28	3,051.63
80.00.5102.0000	Consulting Services	500.00	0.00	500.00	0.00
80.12.5160.0000	Auditing Expense	5,000.00	0.00	5,000.00	0.00
80.12.5180.0000	Finance/Bank Charges	18,000.00	7.31	17,992.69	555.21
80.00.5300.0000	Dues	1,755.00	180.00	1,575.00	220.00
80.00.5320.0000	Occupational Health	1,300.00	96.00	1,204.00	200.00
80.00.5340.0000	Continuing Education	1,000.00	0.00	1,000.00	1,261.59
80.00.5380.0000	Mileage	1,000.00	865.13	134.87	368.59
80.00.5500.0000	Ads & Notices	9,000.00	39.71	8,960.29	723.72
80.00.5520.0000	Licenses & Permits	1,000.00	0.00	1,000.00	50.00
80.00.5540.0000	Postage & Shipping	500.00	0.00	500.00	0.00
80.00.5580.0000	Equipment Rental	28,670.00	0.00	28,670.00	0.00
80.00.5580.1815	Banquets/Outings	3,000.00	137.28	2,862.72	0.00
80.00.5601.0000	Telephone	3,800.00	269.28	3,530.72	354.02
80.00.5602.0000	Cellular Phones & Service	600.00	95.34	504.66	51.23
80.00.5650.0000	Alarm Expenses	7,534.00	968.11	6,565.89	772.25
80.00.5720.0000	Electricity	16,500.00	2,854.97	13,645.03	0.00
80.00.5740.0000	Natural Gas	7,000.00	819.70	6,180.30	1,094.06
80.00.5760.0000	Water & Sewer	6,800.00	325.36	6,474.64	224.00
80.00.5780.0000	Cable TV Expenses	1,560.00	84.33	1,475.67	190.39
80.00.5881.0000	Computer & Hardware Services	700.00	0.00	700.00	0.00
80.00.5883.0000	Contract Services	11,270.00	451.75	10,818.25	4,147.95
Services total		228,308.00	16,231.42	212,076.58	21,017.82
80.00.6020.0000	Building Repairs	4,000.00	0.00	4,000.00	0.00
80.00.6060.0000	Plumbing Systems Repair	5,205.00	0.00	5,205.00	0.00
80.00.6200.0000	Vehicle Repairs	1,000.00	0.00	1,000.00	0.00
Repairs total		10,205.00	0.00	10,205.00	0.00
80.00.7001.0000	Office Supplies	1,000.00	178.79	821.21	0.00
80.00.7020.0000	Equipment & Furniture	500.00	0.00	500.00	0.00
80.00.7040.0000	Custodial Supplies	1,000.00	0.00	1,000.00	0.00
80.00.7070.0000	Grounds Supplies	36,700.00	1,408.66	35,291.34	0.00
80.00.7090.0000	Building Supplies	6,450.00	710.42	5,739.58	1,294.42
80.00.7100.0000	Fuel	8,882.00	0.00	8,882.00	0.00
80.00.7140.0000	Vehicle Parts	18,595.00	1,939.19	16,655.81	3,631.86
80.00.7520.0000	Chemicals	24,771.00	0.00	24,771.00	0.00
80.00.7600.0000	Program Supplies	5,600.00	1,145.00	4,455.00	680.00
80.00.7600.1813	Driving Range	14,000.00	713.44	13,286.56	0.00
80.00.7620.1807	Pro Shop	30,000.00	0.00	30,000.00	2,122.58
80.00.7620.1812	Concession Merchandise	58,500.00	3,222.89	55,277.11	2,452.09
80.00.7680.0000	Uniforms	2,000.00	0.00	2,000.00	0.00
80.00.7700.0000	First Aid Supplies/Pers. Protect. Equip.	500.00	0.00	500.00	0.00
Supplies total		208,498.00	9,318.39	199,179.61	10,180.95
80.00.8910.0000	Capital Purchases	24,000.00	0.00	24,000.00	0.00
80.00.9910.0000	Operating Interfund Transfers	104,250.00	0.00	104,250.00	0.00
80.00.9921.0000	Interest Expense-Installment Contract	121,562.50	0.00	121,562.50	0.00
Other total		249,812.50	0.00	249,812.50	0.00

Income Statement Sugar Creek Golf Course

		February		
	2016 Full Year Budget	2016 YTD through February	February Variance from Budget	2015 YTD through February
FUND: 80 SUGAR CREEK GOLF COURSE				
TOTAL EXPENDITURES	1,055,720.50	32,574.40	1,023,146.10	38,323.45
EXCESS OF REVENUES OVER EXPENDITURES	1,031.50	(11,016.73)	12,048.23	(20,501.16)