

**SUGAR CREEK GOLF COURSE
ADMINISTRATIVE BOARD MEETING
AGENDA
Tuesday April 26th, 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 March 22nd, 2016 Meeting
5. Public Participation

OLD BUSINESS

- None

NEW BUSINESS

- Managers' Report - April
- Superintendent Report - April

FINANCIAL REPORTS

- Income Statement for Period 3 – March 2016

Next Meeting

Tuesday May 24th, 2016

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

Sugar Creek Administrative Board Minutes
Tuesday March 22nd, 2016
(Prepared by Dave Anderson in absence of
a recording secretary)

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

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

Absent: Bob Taglia

Additions and/or corrections to Agenda: None

Approval of Minutes for February 23rd, 2016: Jim Rogers moved to approve the minutes with a second by Anthony Pelosi. The committee approved by roll call.

Public Participation: None

Old Business: None

New Business

Manager's Report

- Received revenue totaling \$105,202 for the online program registration which opened on February 20th. The bulk of the total revenue was for Junior Golf Camp as well as all other instruction programs being offered like Adult classes and youth after school classes in the spring. Active Golf – the online registration provider – processes payments twice a month for all registrations taking place on line. Last year during the same time frame, instruction revenues received in March for the opening of online registration totaled \$101,091.
- Most of the Jr. Golf Camp wait lists have been cleared as we await payments from those that have been moved from waitlists into the active class status. The camp will be full at maximum capacity with around 400 participants.
- A few challenges with the over 10-year old ball dispensing machine resulted in closing the ball dispenser at the range. The small circuit panel located on the inside of the front door of the dispenser was fried and needed to be replaced. For a short period, customers were able to rent their baskets of range balls from inside the clubhouse. This process required balls and baskets to be brought inside from the ball machine and delivered to customers from behind the counter – the “old fashioned” way. Once the new circuit panel was received from the vendor and installed, the machine was back in working order. The automated ball dispensing machine at the driving range is essential to our range business as it acts as another employee. It's imperative that the machine maintains working order along with the upgraded electronic key pad which allows for the programmable E-Keys. Patrons are accustomed to going right to the ball dispenser with their E-Keys for the ultimate convenience without having to stop inside the clubhouse each visit.

- The ride share company Lyft will finish their facility rentals this month with a final date on March 31st. A total of 19 rentals - dating back to November 2015 - at \$350 each time resulted in \$6,650 in revenue as an alternative to banquet-only events.
- Sugar Creek hosted three banquets in March including a business luncheon, bridal shower and a 60th birthday party.
- New patio tables were purchased, installed and placed on the deck. The new tables replace the original tables from the opening of the clubhouse in 2004.
- New signs have been ordered for the driving range as well as for the corner of Roosevelt and Villa in front of Castle Chevrolet. Also similar to 2015, Sugar Creek will be advertising on billboards for a three-month period of June, July and August. There will be one billboard per month at the following locations:

June 6 – July 3	North Avenue west of Ardmore,
July 4 – July 31	Roosevelt Road, West of Myers
August 1 –August 28	Route 83, .2 miles north of Riverside

Total cost for the budgeted 3-month run is \$3,300.

Superintendent Report

Conditions Summary

Since around March 6th, temperatures have been well above average most days and rainfall has been moderate. It has been an early start to the golf season and most turf has resumed growth. The crew has already mowed the greens, tees, and fairways several times. We have experienced some high winds in the past month that have required a lot of clean up and the repair of the driving range net.

Projects and Notes

- Most of our limited time in March has been spent cleaning debris and preparing the course for the season. We have had many days of high winds that have littered the course and damaged some trees that required clean up or removal.
- The driving range net has been repaired from the damage sustained on February 19th. The repair cost has been reimbursed by PDRMA, minus a \$500 deductible.
- We have finished annual equipment maintenance and are in the middle of “Spring Cleaning” of the shop to get it ready for the season.
- Repaired the roof of the clubhouse garage after wind damage.
- Installed new “barber pole” style yardage markers on the driving range.
- Repaired leaking roof of maintenance building.
- Continued work on restoring areas where Ash trees were removed on #6 and #7.

NGF 2015 Participation Report

Included in the packet was a report from the National Golf Foundation on the 2015 golf participation in the U.S. Dave noted that the NGF is a useful resource for industry measurements of standards and current trends. The 2015 participation report is a snapshot of overall rounds played in the U.S. which noted that total rounds increased by 1.8% in 2015 over 2014. Sugar Creek participation (rounds played) increased in 2015 by over 9% compared to 2014.

Financial Reports

Approval of January and February Income Statements

Jim Rogers gave a review of the end of month Income Statement for January with revenues totaling \$9,687 and expenses totaling <\$1,405>. Jim explained that in January as part of the auditing process, wages typically are showing a negative amount as a result of unused and carried over vacation time from the previous year. For January 2016 wages were totaling <\$12,786>.

Motion to approve January Income Statement came from Anthony Pelosi with a second by Mark Exiner and a roll call vote approval.

Jim Rogers gave a review of the end of month Income Statement for February with revenues totaling just over \$21,000 and expenses totaling \$32,574.

Motion to approve February Income Statement came from Cheryl Tucker with a second by Mark Exiner and a roll call vote approval.

Next Meeting

The next meeting was scheduled for Tuesday April 26th, 2016.

Anthony Pelosi made a motion to adjourn the meeting with a second by Jim Rogers.

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.

Income Statement Sugar Creek Golf Course

March

	2016 Full Year Budget	2016 YTD through March	March Variance from Budget	2015 YTD through March
FUND: 80 SUGAR CREEK GOLF COURSE				
REVENUES				
80.00.3200.1813 Driving Range Instruction	16,050.00	6,882.00	9,168.00	10,014.00
80.00.3200.1816 Jr. Golf	86,300.00	109,609.00	(23,309.00)	105,409.75
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	447.00	10,113.00	285.00
80.00.3300.1802 Club Car Rental	107,200.00	1,627.00	105,573.00	40.00
80.00.3300.1803 Golf Club Rental	2,100.00	36.00	2,064.00	0.00
80.00.3341.0000 Indoor Facility Rentals	25,500.00	7,390.00	18,110.00	5,214.00
80.00.3341.1804 Employee Housing	15,600.00	2,600.00	13,000.00	3,900.00
80.00.3430.0000 Daily Use Fees	497,349.00	18,504.62	478,844.38	10,841.33
80.00.3430.1813 Driving Range	105,000.00	8,775.00	96,225.00	7,968.00
80.00.3431.0000 Punch Card Fees	8,100.00	3,300.00	4,800.00	2,700.00
80.00.3453.0000 Season Passes	9,730.00	2,250.00	7,480.00	640.00
80.00.3454.0000 Permanent Tee Times	6,700.00	2,575.00	4,125.00	2,500.00
80.00.3600.1807 Pro Shop	45,000.00	3,120.49	41,879.51	3,547.47
80.00.3600.1808 Beer/Wine Sales	63,000.00	4,085.14	58,914.86	4,160.02
80.00.3600.1809 Food Sales	23,000.00	437.20	22,562.80	354.62
80.00.3600.1810 Soft Drink Sales	20,000.00	834.46	19,165.54	785.42
80.00.3600.1814 Liquor Sales	12,063.00	1,206.66	10,856.34	1,956.62
80.00.3960.0000 Interest Income	0.00	1.00	(1.00)	5.05
80.00.3990.0000 Miscellaneous Revenues	0.00	0.00	0.00	0.00
TOTAL REVENUES	1,056,752.00	173,680.57	883,071.43	160,321.28
EXPENDITURES				
FUND: 80 SUGAR CREEK GOLF COURSE				
EXPENDITURES				
80.00.4001.0000 Full-Time Employees Salary & Wages	191,997.00	14,241.14	177,755.86	16,501.01
80.00.4240.0000 Operations Staff Wages	74,360.00	8,237.26	66,122.74	5,615.43
80.00.4280.0000 Program Staff Wages	0.00	86.20	(86.20)	194.75
80.00.4280.1805 Cashier/Greens Fees	41,300.00	1,803.60	39,496.40	445.00
80.00.4280.1809 Food Preparation Wages	3,600.00	0.00	3,600.00	300.90
80.00.4280.1811 Administrative Staff	330.00	0.00	330.00	0.00
80.00.4280.1813 Driving Range	7,487.00	288.05	7,198.95	183.89
80.00.4280.1814 Bar Wages	13,198.00	567.00	12,631.00	841.25
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	239.98
80.00.4280.1818 Private Lessons	2,625.00	0.00	2,625.00	0.00
Salaries total	358,897.00	25,223.25	333,673.75	24,322.21

Income Statement Sugar Creek Golf Course

March

	2016 Full Year Budget	2016 YTD through March	March Variance from Budget	2015 YTD through March
FUND: 80 SUGAR CREEK GOLF COURSE				
80.00.5020.0000 Health Care Expenses	29,539.00	5,196.24	24,342.76	4,439.53
80.00.5040.0000 Illinois Muncipal Retirement Fund	30,924.00	5,548.70	25,375.30	6,132.09
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	3,990.78	23,465.22	4,310.90
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	4,707.81	13,292.19	5,912.44
80.00.5300.0000 Dues	1,755.00	605.00	1,150.00	585.00
80.00.5320.0000 Occupational Health	1,300.00	296.00	1,004.00	200.00
80.00.5340.0000 Continuing Education	1,000.00	130.00	870.00	1,261.59
80.00.5380.0000 Mileage	1,000.00	957.43	42.57	460.89
80.00.5500.0000 Ads & Notices	9,000.00	59.71	8,940.29	1,829.01
80.00.5520.0000 Licenses & Permits	1,000.00	0.00	1,000.00	50.00
80.00.5540.0000 Postage & Shipping	500.00	31.45	468.55	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	385.35	2,614.65	51.60
80.00.5601.0000 Telephone	3,800.00	759.70	3,040.30	668.82
80.00.5602.0000 Cellular Phones & Service	600.00	150.20	449.80	51.23
80.00.5650.0000 Alarm Expenses	7,534.00	1,691.37	5,842.63	1,389.71
80.00.5720.0000 Electricity	16,500.00	4,090.82	12,409.18	2,641.82
80.00.5740.0000 Natural Gas	7,000.00	1,131.23	5,868.77	1,791.53
80.00.5760.0000 Water & Sewer	6,800.00	325.36	6,474.64	552.13
80.00.5780.0000 Cable TV Expenses	1,560.00	583.49	976.51	353.18
80.00.5881.0000 Computer & Hardware Services	700.00	0.00	700.00	0.00
80.00.5883.0000 Contract Services	11,270.00	8,919.75	2,350.25	4,313.95
Services total	228,308.00	39,560.39	188,747.61	36,995.42
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	175.00
Repairs total	10,205.00	0.00	10,205.00	175.00
80.00.7001.0000 Office Supplies	1,000.00	195.02	804.98	69.76
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	3,529.95	33,170.05	2,201.41
80.00.7090.0000 Building Supplies	6,450.00	1,258.08	5,191.92	2,843.00
80.00.7100.0000 Fuel	8,882.00	0.00	8,882.00	0.00
80.00.7140.0000 Vehicle Parts	18,595.00	2,873.06	15,721.94	6,210.25
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	2,078.44	11,921.56	4,317.60
80.00.7620.1807 Pro Shop	30,000.00	1,768.88	28,231.12	691.91
80.00.7620.1812 Concession Merchandise	58,500.00	4,082.44	54,417.56	2,508.34
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	16,930.87	191,567.13	19,522.27
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
TOTAL EXPENDITURES	1,055,720.50	81,714.51	974,005.99	81,014.90

Income Statement Sugar Creek Golf Course

March

	2016 Full Year Budget	2016 YTD through March	March Variance from Budget	2015 YTD through March
FUND: 80 SUGAR CREEK GOLF COURSE EXCESS OF REVENUES OVER EXPENDITURES	1,031.50	91,966.06	(90,934.56)	79,306.38