

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

**Tuesday June 28th, 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 May 24th, 2016 Meeting
5. Public Participation

OLD BUSINESS

- None

NEW BUSINESS

- Managers' Report - June
- Superintendent Report - June

FINANCIAL REPORTS

- Income Statement for Period 5 – May 2016

Next Meeting

Tuesday July 26th, 2016

Optional Golf Course Tour

Immediately following the meeting

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

**SUGAR CREEK ADMINISTRATIVE BOARD
MINUTES
MAY 24, 2016**

Mr. Rogers called the meeting at 6:00 P.M. The roll was called.

PRESENT: Mark Exiner, Brian McDermott, Anthony Pelosi, Jim Rogers, Rob Taglia and Cheryl Tucker

ALSO PRESENT: Dave Anderson, Manager, Kevin Goss, Superintendent, and Jean Paprocki, Recording Secretary

ADDITIONS AND/OR CORRECTIONS TO THE AGENDA:

None

APPROVAL OF MINUTES FOR APRIL 26, 2016

A motion to approve the minutes was made by Anthony Pelosi and seconded by Rob Taglia. All were in favor and the motion was carried.

PUBLIC PARTICIPATION

None

OLD BUSINESS

None

NEW BUSINESS

MANAGER'S REPORT

Unfavorable weather conditions dominated the end of April and beginning of May with 15 out of 22 days being unplayable days. Although the weather conditions were almost identical to the same time period last year with one more unplayable day this year, the rounds increased by 64 rounds showing that the course has more play per day this year. Total revenues through May 22 are up slightly over the same time period for May by \$4,636. The driving range sales are at a record high level through May 22 with total revenues from range basket and e-key sales up \$1,500 over the same time period last year despite six fewer playable days overall for the year.

All leagues have now begun play with the Thursday evening Shulgin's bar league and the Tuesday morning ladies league joining those that began in April. Spring gets busy hosting events such as the annual Spring Scramble on Saturday, May 7th with 60 participants, which included 9 holes of golf, a tee gift, dinner buffet, and raffle drawing and the annual People for Elmhurst Parks golf outing on Friday May 20th with 100 golfers. Other events for the month of May include a bridal shower, First Communion, graduation and birthday parties, and three golf outings.

Dave then introduced the newly designed web page for Sugar Creek. A web designer contracted by the Elmhurst Park District worked with the staff and using the basic elements, which were already present on the web page, designed a web page which is comprehensive, current, and easy to use.

SUPERINTENDENT'S REPORT

Unfavorable weather conditions including continuous rain for more than two weeks with the exception of four days, followed by seven days which were cooler than average with several mornings of frost, and ending with warm summer-like weather have been stressful on the turfgrass. This weather coupled with the saturated soil, cloudy skies, frost and cooler-than-average temperatures in both April and May may cause problems during the summer months depending on how stressful the conditions become. The major project this month was the renovation around the 7th tee and 6th green. Although frequent rains delayed the work, the improvements included seeding the 4,000 square foot area east of the 7th blue tee and then blanketing the area with an erosion control blanket, removing approximately 50 Ash stumps, removing the old section of fence, and currently we are working on installing the cart path material and grading the area for planting.

Other projects included removing other Ash stumps around the course and restoring those areas, finishing the painting of the exterior of the clubhouse with help from Enterprise Services staff, and continuing to prepare for the PDRMA insurance review.

FINANCIAL REPORTS

APPROVAL OF BUDGET COMPARISON REPORT

The Board considered the Budget Comparison Report through Period 4. **Jim Rogers** gave a short recap of each area including revenues, wages, contractual services and expenditures, which are all trending positively. Contractual services showed a slight increase due to the removal of the Ash trees and an increase in health care expenses. A motion to accept the income statement was made by **Rob Taglia** and seconded by **Anthony Pelosi**. All were in favor and the motion passed.

REVIEW GOLF COURSE YEAR-END AUDIT THROUGH 12/31/15

Villa Park requested a separate auditor this year and after interviewing 4 auditing firms, Selden Fox received the bid. Selden Fox reported that it was an unqualified or clean opinion, and **Jim Rogers** reviewed the information with the board. The first area involved revenues and operating expenses. To fully understand the expenses and income, **Jim Rogers** explained that the total operating expense includes depreciation while the total operating income includes the interest payment. The net position of the golf course is the best indicator of the health of the golf course, and in 2014 the net position got better by \$35,017, but in 2015 the net position of the golf course went from \$676,878 on 1/1/15 to \$804,539 on 12/31/15. A thorough explanation of the debts included the full debt payments of the two bank notes: \$85,000 on the Elmhurst \$745,000 debt certificate and \$95,000 on the \$870,000 Villa Park note. Although no money was paid to either parent body of their loans, the debt payment and capital payments have been reduced from \$2,892,000 to \$2,652,000. This audit has been reviewed by the purchase board and the village board.

A motion to approve the audit ending on December 31, 2015 was made by **Mark Exiner** and seconded by **Anthony Pelosi**. All were in favor and the motion passed.

NEXT MEETING

The next meeting will be scheduled for Tuesday, June 28, at 6:00 p.m. This meeting will include the annual course tour and all board members will be invited to tour the course after the meeting. The next meeting will change the number of representatives from Elmhurst to three members and four representatives from Villa Park. **Jim Rogers** will be leaving the board, and the meeting will then be chaired by **Brian McDermott**.

ADJOURNMENT

All agenda items being addressed, a motion to adjourn was made by **Cheryl Tucker** and seconded by **Rob Taglia**. All were in favor and the meeting was adjourned at 6:55 p.m.

Respectfully submitted,
Jean A. Paprocki

Income Statement Sugar Creek Golf Course

May

| | 2016 Full Year Budget | 2016 YTD through May | May Variance from Budget | 2015 YTD through May |
|--|--------------------------|-------------------------|-----------------------------|-------------------------|
| FUND: 80 SUGAR CREEK GOLF COURSE | | | | |
| REVENUES | | | | |
| 80.00.3200.1813 Driving Range Instruction | 16,050.00 | 10,973.00 | 5,077.00 | 15,480.00 |
| 80.00.3200.1816 Jr. Golf | 86,300.00 | 113,508.00 | (27,208.00) | 109,459.75 |
| 80.00.3200.1818 Private Lessons | 3,500.00 | 40.00 | 3,460.00 | 110.00 |
| 80.00.3300.1801 Pull Cart Rental | 10,560.00 | 2,265.00 | 8,295.00 | 2,331.00 |
| 80.00.3300.1802 Club Car Rental | 107,200.00 | 21,992.00 | 85,208.00 | 19,767.00 |
| 80.00.3300.1803 Golf Club Rental | 2,100.00 | 432.00 | 1,668.00 | 324.00 |
| 80.00.3341.0000 Indoor Facility Rentals | 25,500.00 | 10,795.00 | 14,705.00 | 10,361.00 |
| 80.00.3341.1804 Employee Housing | 15,600.00 | 3,900.00 | 11,700.00 | 6,500.00 |
| 80.00.3430.0000 Daily Use Fees | 497,349.00 | 102,441.48 | 394,907.52 | 97,728.92 |
| 80.00.3430.1813 Driving Range | 105,000.00 | 38,622.00 | 66,378.00 | 36,572.00 |
| 80.00.3431.0000 Punch Card Fees | 8,100.00 | 7,700.00 | 400.00 | 7,650.00 |
| 80.00.3453.0000 Season Passes | 9,730.00 | 7,365.00 | 2,365.00 | 4,940.00 |
| 80.00.3454.0000 Permanent Tee Times | 6,700.00 | 6,475.00 | 225.00 | 6,500.00 |
| 80.00.3600.1807 Pro Shop | 45,000.00 | 14,005.40 | 30,994.60 | 11,260.89 |
| 80.00.3600.1808 Beer/Wine Sales | 63,000.00 | 16,543.04 | 46,456.96 | 17,425.66 |
| 80.00.3600.1809 Food Sales | 23,000.00 | 2,394.27 | 20,605.73 | 2,400.03 |
| 80.00.3600.1810 Soft Drink Sales | 20,000.00 | 4,259.40 | 15,740.60 | 3,969.61 |
| 80.00.3600.1814 Liquor Sales | 12,063.00 | 2,813.66 | 9,249.34 | 4,396.62 |
| 80.00.3900.0000 Operating Interfund Transfers | 0.00 | 0.00 | 0.00 | 0.00 |
| 80.00.3960.0000 Interest Income | 0.00 | 6.20 | (6.20) | 12.38 |
| 80.00.3990.0000 Miscellaneous Revenues | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL REVENUES | 1,056,752.00 | 366,530.45 | 690,221.55 | 357,188.86 |
| EXPENDITURES | | | | |
| FUND: 80 SUGAR CREEK GOLF COURSE | | | | |
| EXPENDITURES | | | | |
| 80.00.4001.0000 Full-Time Employees Salary & Wages | 191,997.00 | 41,267.94 | 150,729.06 | 42,899.01 |
| 80.00.4240.0000 Operations Staff Wages | 74,360.00 | 20,227.22 | 54,132.78 | 15,620.19 |
| 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 | 8,424.77 | 32,875.23 | 4,421.00 |
| 80.00.4280.1809 Food Preparation Wages | 3,600.00 | 129.25 | 3,470.75 | 1,713.60 |
| 80.00.4280.1811 Administrative Staff | 330.00 | 55.00 | 275.00 | 55.00 |
| 80.00.4280.1813 Driving Range | 7,487.00 | 1,659.49 | 5,827.51 | 1,963.90 |
| 80.00.4280.1814 Bar Wages | 13,198.00 | 1,745.10 | 11,452.90 | 1,884.25 |
| 80.00.4280.1816 Program Wages-JR Golf | 12,000.00 | 0.00 | 12,000.00 | 80.25 |
| 80.00.4280.1817 Utility/Cleaning | 12,000.00 | 0.00 | 12,000.00 | 628.68 |
| 80.00.4280.1818 Private Lessons | 2,625.00 | 0.00 | 2,625.00 | 0.00 |
| Salaries total | 358,897.00 | 73,594.97 | 285,302.03 | 69,460.63 |

Income Statement Sugar Creek Golf Course

May

| | 2016 Full Year Budget | 2016 YTD through May | May Variance from Budget | 2015 YTD through May |
|--|--------------------------|-------------------------|-----------------------------|-------------------------|
| FUND: 80 SUGAR CREEK GOLF COURSE | | | | |
| 80.00.5020.0000 Health Care Expenses | 29,539.00 | 8,633.90 | 20,905.10 | 5,180.75 |
| 80.00.5040.0000 Illinois Muncipal Retirement Fund | 30,924.00 | 9,366.14 | 21,557.86 | 9,686.46 |
| 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 | 7,568.95 | 19,887.05 | 7,655.47 |
| 80.00.5102.0000 Consulting Services | 500.00 | 0.00 | 500.00 | 0.00 |
| 80.12.5160.0000 Auditing Expense | 5,000.00 | 4,000.00 | 1,000.00 | 3,829.50 |
| 80.12.5180.0000 Finance/Bank Charges | 18,000.00 | 5,308.81 | 12,691.19 | 8,617.62 |
| 80.00.5300.0000 Dues | 1,755.00 | 605.00 | 1,150.00 | 585.00 |
| 80.00.5320.0000 Occupational Health | 1,300.00 | 537.00 | 763.00 | 560.00 |
| 80.00.5340.0000 Continuing Education | 1,000.00 | 389.25 | 610.75 | 1,261.59 |
| 80.00.5380.0000 Mileage | 1,000.00 | 1,142.03 | (142.03) | 645.49 |
| 80.00.5500.0000 Ads & Notices | 9,000.00 | 900.69 | 8,099.31 | 3,658.60 |
| 80.00.5520.0000 Licenses & Permits | 1,000.00 | 1,000.00 | 0.00 | 1,075.00 |
| 80.00.5540.0000 Postage & Shipping | 500.00 | 50.81 | 449.19 | 0.00 |
| 80.00.5580.0000 Equipment Rental | 28,670.00 | 7,020.94 | 21,649.06 | 4,978.80 |
| 80.00.5580.1815 Banquets/Outings | 3,000.00 | 2,099.45 | 900.55 | 701.37 |
| 80.00.5601.0000 Telephone | 3,800.00 | 1,143.24 | 2,656.76 | 1,341.10 |
| 80.00.5602.0000 Cellular Phones & Service | 600.00 | 250.79 | 349.21 | 193.37 |
| 80.00.5650.0000 Alarm Expenses | 7,534.00 | 4,220.80 | 3,313.20 | 2,655.62 |
| 80.00.5720.0000 Electricity | 16,500.00 | 6,681.30 | 9,818.70 | 5,537.53 |
| 80.00.5740.0000 Natural Gas | 7,000.00 | 1,931.48 | 5,068.52 | 2,578.82 |
| 80.00.5760.0000 Water & Sewer | 6,800.00 | 1,004.69 | 5,795.31 | 1,176.95 |
| 80.00.5780.0000 Cable TV Expenses | 1,560.00 | 750.86 | 809.14 | 802.28 |
| 80.00.5881.0000 Computer & Hardware Services | 700.00 | 0.00 | 700.00 | 50.00 |
| 80.00.5883.0000 Contract Services | 11,270.00 | 10,614.15 | 655.85 | 7,300.63 |
| Services total | 228,308.00 | 75,220.28 | 153,087.72 | 70,071.95 |
| 80.00.6020.0000 Building Repairs | 4,000.00 | 2,404.22 | 1,595.78 | 129.19 |
| 80.00.6060.0000 Plumbing Systems Repair | 5,205.00 | 1,893.00 | 3,312.00 | 859.00 |
| 80.00.6200.0000 Vehicle Repairs | 1,000.00 | 0.00 | 1,000.00 | 1,050.00 |
| Repairs total | 10,205.00 | 4,297.22 | 5,907.78 | 2,038.19 |
| 80.00.7001.0000 Office Supplies | 1,000.00 | 469.14 | 530.86 | 69.76 |
| 80.00.7020.0000 Equipment & Furniture | 500.00 | 0.00 | 500.00 | 5,827.00 |
| 80.00.7040.0000 Custodial Supplies | 1,000.00 | 0.00 | 1,000.00 | 192.30 |
| 80.00.7070.0000 Grounds Supplies | 36,700.00 | 13,219.57 | 23,480.43 | 13,692.40 |
| 80.00.7090.0000 Building Supplies | 6,450.00 | 2,798.90 | 3,651.10 | 5,096.69 |
| 80.00.7100.0000 Fuel | 8,882.00 | 1,399.94 | 7,482.06 | 2,044.71 |
| 80.00.7140.0000 Vehicle Parts | 18,595.00 | 7,224.65 | 11,370.35 | 9,221.04 |
| 80.00.7520.0000 Chemicals | 24,771.00 | 9,099.05 | 15,671.95 | 13,089.15 |
| 80.00.7600.0000 Program Supplies | 5,600.00 | 1,211.96 | 4,388.04 | 1,209.66 |
| 80.00.7600.1813 Driving Range | 14,000.00 | 7,516.21 | 6,483.79 | 10,098.66 |
| 80.00.7620.1807 Pro Shop | 30,000.00 | 4,877.56 | 25,122.44 | 7,443.97 |
| 80.00.7620.1812 Concession Merchandise | 58,500.00 | 13,706.23 | 44,793.77 | 13,628.87 |
| 80.00.7680.0000 Uniforms | 2,000.00 | 0.00 | 2,000.00 | 1,536.57 |
| 80.00.7700.0000 First Aid Supplies/Pers. Protect. Equip. | 500.00 | 0.00 | 500.00 | 118.20 |
| Supplies total | 208,498.00 | 61,523.21 | 146,974.79 | 83,268.98 |
| 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 | 8,375.00 | 95,875.00 | 9,225.00 |
| 80.00.9921.0000 Interest Expense-Installment Contract | 121,562.50 | 0.00 | 121,562.50 | 0.00 |
| Other total | 249,812.50 | 8,375.00 | 241,437.50 | 9,225.00 |
| TOTAL EXPENDITURES | 1,055,720.50 | 223,010.68 | 832,709.82 | 234,064.75 |
| EXCESS OF REVENUES OVER EXPENDITURES | 1,031.50 | 143,519.77 | (142,488.27) | 123,124.11 |