

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

**Tuesday July 26<sup>th</sup>, 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 June 28<sup>th</sup>, 2016 Meeting
5. Public Participation

**OLD BUSINESS**

- None

**NEW BUSINESS**

- Managers' Report - July
- Superintendent Report - July

**FINANCIAL REPORTS**

- Income Statement for Period 6 – June 2016

**Next Meeting**

Tuesday August 23<sup>rd</sup>, 2016

**Meeting Adjournment**

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

**SUGAR CREEK ADMINISTRATIVE BOARD**

**MINUTES**

**JUNE 28, 2016**

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

**PRESENT:** Mark Exiner, Greg Gola, Kevin Graf, Brian McDermott, Rob Taglia and Cheryl Tucker

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

**ABSENT:** Rob Taglia

**INTRODUCTION OF NEW MEMBERS:**

Kevin Graf replaces Anthony Pelosi. Villa Park will be represented with four members and Elmhurst will have three members.

**ADDITIONS AND/OR CORRECTIONS TO THE AGENDA:**

None

**APPROVAL OF MINUTES FOR MAY 24, 2016**

A motion to approve the minutes was made by **Mark Exiner** and seconded by **Cheryl Tucker**. All were in favor with abstentions from **Kevin Graf** and **Greg Gola** and the motion was carried.

**PUBLIC PARTICIPATION**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

**MANAGER'S REPORT**

Outstanding weather conditions have led to an increase in both rounds and income. With 23 ½ playable days out of 26 days, rounds are up 482 over the same time period last year. Total overall facility revenues are also up \$22,618 compared to the same time period last June. With the revenues for June 2016, total revenues have exceeded the same month the previous year 15 out of the last 18 months. Total overall facility revenues year-to-date through June 26<sup>th</sup> are outpacing 2015, a record high year, by \$33,887. And in comparison to the same time period in 2014, revenues have increased by \$77,278. June has been one of the busiest months on record with 16 total events including outings and banquets. Every Saturday had at least two and sometimes three events. Father's Day continues to be the biggest day of the year setting the best Father's Day on record with revenues exceeding \$10,000. The junior golf program is now in its third week of camp consisting of 100 children per day Monday through Thursday with a scheduled one week break during the 4<sup>th</sup> of July holiday week and then concluding the final three weeks in July.

**SUPERINTENDENT'S REPORT**

Although April and May had cool wet stretches of weather, June has been on the hot and dry side. We have had seven 90 days, but they have been mixed with pleasant "recovery" days which keep soil temperatures from becoming too high. To compensate for the turf's poor root development in spring, several techniques had to be used such as precise irrigation, wetting agents, and hand-watering on localized dry spots. Major projects included continued work around the 7<sup>th</sup> tee which should soon be concluded after a year. Work included edging for cart path installation, installing cart path material known as "stabilized crushed granite," and backfilling and seeding areas around the new cart path.

Other projects included repairing many irrigation system leaks. Many of the leaks are the results of an aging irrigation system. At 20 years old, certain piping components such as swing joints, gate valves, and T-fittings are failing which lead to time-consuming repairs. Also the main irrigation pump had problems with overheating and will probably need to be replaced or rebuilt soon.

## **FINANCIAL REPORTS**

### **APPROVAL OF BUDGET COMPARISON REPORT**

The Board considered the Budget Comparison Report through Period 5. **Brian McDermott** gave a short recap of each area. He began at the end of the report with revenues over expenditures for the year being \$143,000 this year and \$123,000 last year. Other concerns involved the contractual services. An increase in health care was because of an additional person receiving benefits and the removal of the Ash trees being delayed until the beginning of this year. The answer to **Greg Gola's** query about the cashiers' expenses was that there were more warm days in February and March requiring a cashier to be on the premises. Additionally, there was a slight increase in pay. A motion to accept the income statement was made by **Greg Gola** and seconded by **Kevin Graf**. All were in favor and the motion passed.

### **NEXT MEETING**

The next meeting will be scheduled for Tuesday, July 26 at 6:00 p.m. Immediately following tonight's meeting, Dave Anderson and Kevin Goss took several board members on the annual tour of the golf course.

### **ADJOURNMENT**

All agenda items being addressed, a motion to adjourn was made and all were in favor. The meeting was adjourned at 6:35p.m.

Respectfully submitted,  
Jean A. Paprocki

# Income Statement Sugar Creek Golf Course

June

	2016 Full Year Budget	2016 YTD through June	May Variance from Budget	2015 YTD through June
<b>FUND: 80 SUGAR CREEK GOLF COURSE</b>				
<b>REVENUES</b>				
80.00.3200.1813 Driving Range Instruction	16,050.00	13,788.00	2,262.00	16,173.00
80.00.3200.1816 Jr. Golf	86,300.00	82,859.00	3,441.00	77,589.70
80.00.3200.1818 Private Lessons	3,500.00	120.00	3,380.00	150.00
80.00.3300.1801 Pull Cart Rental	10,560.00	3,570.00	6,990.00	4,014.00
80.00.3300.1802 Club Car Rental	107,200.00	40,514.00	66,686.00	33,387.00
80.00.3300.1803 Golf Club Rental	2,100.00	588.00	1,512.00	564.00
80.00.3341.0000 Indoor Facility Rentals	25,500.00	15,325.00	10,175.00	13,896.00
80.00.3341.1804 Employee Housing	15,600.00	6,500.00	9,100.00	7,800.00
80.00.3430.0000 Daily Use Fees	497,349.00	205,728.37	291,620.63	195,773.80
80.00.3430.1813 Driving Range	105,000.00	58,911.00	46,089.00	55,770.00
80.00.3431.0000 Punch Card Fees	8,100.00	7,800.00	300.00	8,050.00
80.00.3453.0000 Season Passes	9,730.00	9,150.00	580.00	6,080.00
80.00.3454.0000 Permanent Tee Times	6,700.00	6,500.00	200.00	6,700.00
80.00.3600.1807 Pro Shop	45,000.00	20,433.12	24,566.88	18,232.91
80.00.3600.1808 Beer/Wine Sales	63,000.00	26,482.43	36,517.57	27,147.48
80.00.3600.1809 Food Sales	23,000.00	10,455.02	12,544.98	7,920.34
80.00.3600.1810 Soft Drink Sales	20,000.00	9,211.03	10,788.97	7,630.02
80.00.3600.1814 Liquor Sales	12,063.00	6,351.15	5,711.85	6,326.62
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)	18.65
80.00.3990.0000 Miscellaneous Revenues	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>1,056,752.00</b>	<b>524,292.32</b>	<b>532,459.68</b>	<b>493,223.52</b>
<b>EXPENDITURES</b>				
<b>FUND: 80 SUGAR CREEK GOLF COURSE</b>				
<b>EXPENDITURES</b>				
80.00.4001.0000 Full-Time Employees Salary & Wages	191,997.00	54,781.31	137,215.69	56,098.01
80.00.4240.0000 Operations Staff Wages	74,360.00	28,637.79	45,722.21	22,240.77
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	13,148.11	28,151.89	9,166.00
80.00.4280.1809 Food Preparation Wages	3,600.00	129.25	3,470.75	2,312.85
80.00.4280.1811 Administrative Staff	330.00	110.00	220.00	110.00
80.00.4280.1813 Driving Range	7,487.00	3,019.31	4,467.69	3,427.89
80.00.4280.1814 Bar Wages	13,198.00	2,862.00	10,336.00	2,934.30
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	216.13	11,783.87	1,559.06
80.00.4280.1818 Private Lessons	2,625.00	0.00	2,625.00	0.00
<b>Salaries total</b>	<b>358,897.00</b>	<b>102,990.10</b>	<b>255,906.90</b>	<b>98,123.88</b>

# Income Statement Sugar Creek Golf Course

June

	2016 Full Year Budget	2016 YTD through June	May Variance from Budget	2015 YTD through June
<b>FUND: 80 SUGAR CREEK GOLF COURSE</b>				
80.00.5020.0000 Health Care Expenses	29,539.00	12,474.90	17,064.10	6,239.19
80.00.5040.0000 Illinois Muncipal Retirement Fund	30,924.00	11,327.35	19,596.65	11,423.29
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	9,756.51	17,699.49	9,793.99
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	4,290.00
80.12.5180.0000 Finance/Bank Charges	18,000.00	5,483.74	12,516.26	10,125.31
80.00.5300.0000 Dues	1,755.00	830.00	925.00	810.00
80.00.5320.0000 Occupational Health	1,300.00	927.00	373.00	922.00
80.00.5340.0000 Continuing Education	1,000.00	484.15	515.85	1,261.59
80.00.5380.0000 Mileage	1,000.00	1,234.33	(234.33)	737.79
80.00.5500.0000 Ads & Notices	9,000.00	4,785.69	4,214.31	3,678.60
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	12,520.19	16,149.81	8,896.80
80.00.5580.1815 Banquets/Outings	3,000.00	2,347.52	652.48	2,112.85
80.00.5601.0000 Telephone	3,800.00	1,281.90	2,518.10	1,642.76
80.00.5602.0000 Cellular Phones & Service	600.00	318.05	281.95	243.28
80.00.5650.0000 Alarm Expenses	7,534.00	4,220.80	3,313.20	2,736.62
80.00.5720.0000 Electricity	16,500.00	8,580.10	7,919.90	7,284.49
80.00.5740.0000 Natural Gas	7,000.00	2,161.30	4,838.70	2,785.96
80.00.5760.0000 Water & Sewer	6,800.00	1,269.71	5,530.29	1,493.51
80.00.5780.0000 Cable TV Expenses	1,560.00	927.73	632.27	910.47
80.00.5881.0000 Computer & Hardware Services	700.00	0.00	700.00	50.00
80.00.5883.0000 Contract Services	11,270.00	11,347.26	(77.26)	9,011.76
<b>Services total</b>	<b>228,308.00</b>	<b>97,329.04</b>	<b>130,978.96</b>	<b>87,525.26</b>
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	4,098.00	1,107.00	3,820.00
80.00.6200.0000 Vehicle Repairs	1,000.00	0.00	1,000.00	1,050.00
<b>Repairs total</b>	<b>10,205.00</b>	<b>6,502.22</b>	<b>3,702.78</b>	<b>4,999.19</b>
80.00.7001.0000 Office Supplies	1,000.00	469.14	530.86	202.09
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	17,420.30	19,279.70	17,197.50
80.00.7090.0000 Building Supplies	6,450.00	4,097.89	2,352.11	5,210.62
80.00.7100.0000 Fuel	8,882.00	1,399.94	7,482.06	2,744.01
80.00.7140.0000 Vehicle Parts	18,595.00	8,017.84	10,577.16	9,588.36
80.00.7520.0000 Chemicals	24,771.00	12,357.18	12,413.82	18,128.29
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	10,438.21	3,561.79	10,098.66
80.00.7620.1807 Pro Shop	30,000.00	4,877.56	25,122.44	10,728.42
80.00.7620.1812 Concession Merchandise	58,500.00	23,139.84	35,360.16	23,438.22
80.00.7680.0000 Uniforms	2,000.00	1,060.23	939.77	1,829.83
80.00.7700.0000 First Aid Supplies/Pers. Protect. Equip.	500.00	0.00	500.00	178.20
<b>Supplies total</b>	<b>208,498.00</b>	<b>84,490.09</b>	<b>124,007.91</b>	<b>106,573.16</b>
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	10,781.25	110,781.25	0.00
<b>Other total</b>	<b>249,812.50</b>	<b>19,156.25</b>	<b>230,656.25</b>	<b>9,225.00</b>
<b>TOTAL EXPENDITURES</b>	<b>1,055,720.50</b>	<b>310,467.70</b>	<b>745,252.80</b>	<b>306,446.49</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>1,031.50</b>	<b>213,824.62</b>	<b>(212,793.12)</b>	<b>186,777.03</b>