

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

**Tuesday August 23rd, 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 July 26th, 2016 Meeting
5. Public Participation

OLD BUSINESS

- None

NEW BUSINESS

- Managers' Report - August
- Superintendent Report - August

FINANCIAL REPORTS

- Income Statement for Period 7 – July 2016

Next Meeting – 2017 Budget Review and Consider Approval
Tuesday September 27th, 2016

Meeting Adjournment

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

**SUGAR CREEK ADMINISTRATIVE BOARD
MINUTES
JULY 26, 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

ADDITIONS AND/OR CORRECTIONS TO THE AGENDA:

None

APPROVAL OF MINUTES FOR JUNE 28, 2016

A motion to approve the minutes was made by **Greg Gola** and seconded by **Mark Exiner**. All were in favor and the motion was carried.

PUBLIC PARTICIPATION

None

OLD BUSINESS

None

NEW BUSINESS

MANAGER'S REPORT

The extreme heat from July 21 through July 24 had a negative impact on rounds and revenues. Approximately 350 to 400 rounds were lost during this 4-day weekend with an estimated loss of \$10,000 or more in revenue between greens fees, riding carts, driving range, and alcohol sales. There were 1 ½ fewer playable days in comparison to the same time period last year with rounds being played either very early or late in the day avoiding the hottest part of the day. Dave then clarified the concept of "playable days," which was introduced in October of 2014 to better compare the current month's status to previous years. Using a complex formula consisting of both temperatures ranging from 43^o-94^o and the minimum number of rounds played per day, which varies depending on the month, a day can be classified as either playable or not playable.

Play in the first three weeks was fairly typical. Even with consequences of the heat wave, when comparing July's rounds and revenues to the same time period last year, rounds were down 128 and revenue was down \$6,351. Meanwhile riding cart revenue continues to increase with riding carts usage now at 43% compared to 39% using riding carts last July. Through July 24, year-to-date riding cart revenue is up \$8,200 over the same time period last year. This is partially due to the additional carts that were added to the fleet this year which allows more golfers to ride on weekends when carts are in high demand. The Jr. Golf Camp is entering its final week. All participants will receive a ribbon and medal in addition to the tee shirt that each participant received at the beginning of the camp. July was busy with three golf outings and three banquets including a rehearsal dinner, two college graduations and a 21st birthday party. Then in August, high school golf begins with both Willowbrook boys and York girls using Sugar Creek as their home course for practices and matches.

SUPERINTENDENT'S REPORT

The first three weeks of July were dry, but the heat wave during the last weekend was the toughest weather for golf course turf since 2012. The thunderstorms combined with high heat and humidity led to soggy soil conditions that produce scald and root rot. The golf course seemed to survive the extreme stress of the last week better than previous years due to the resilience of the turf with the addition of bent grass, although the full effects of the root rot may yet be seen on areas with poor drainage.

Due to the good weather conditions during most of July, many projects were completed including the renovations around the 7th tee. The ground around the 7th tee was seeded, the cart path was finished with the installation of crushed granite, and fence repairs separating the driving range and #7 were started. Other projects consisted of sewing up the numerous holes in the driving range net, trimming willows and other low hanging branches, repairing five irrigation leaks, aerating fairways and tees in an effort to reduce root rot, and preparing for the PDRMA insurance review with continued safety training and inspections.

FINANCIAL REPORTS

APPROVAL OF BUDGET COMPARISON REPORT

The Board considered the Budget Comparison Report through Period 6. **Brian McDermott** gave a short recap of each area. There were no major inconsistencies with all revenue areas showing an increase over last year's revenues, and expenses a reflection of the increase in employees' hours. A motion to accept the income statement was made by **Rob Taglia** and seconded by **Greg Gola**. All were in favor and the motion passed.

NEXT MEETING

The next meeting will be scheduled for Tuesday, August 23 at 6:00 p.m.

ADJOURNMENT

All agenda items being addressed, a motion to adjourn was made by **Kevin Graf** and seconded by **Rob Taglia** and all were in favor. The meeting was adjourned at 6:26 p.m.

Respectfully submitted,
Jean A. Paprocki

Income Statement Sugar Creek Golf Course

July

	2016 Full Year Budget	2016 YTD through July	July Variance from Budget	2015 YTD through July
FUND: 80 SUGAR CREEK GOLF COURSE				
REVENUES				
80.00.3200.1813 Driving Range Instruction	16,050.00	14,165.00	1,885.00	16,173.00
80.00.3200.1816 Jr. Golf	86,300.00	83,459.00	2,841.00	77,589.70
80.00.3200.1818 Private Lessons	3,500.00	180.00	3,320.00	1,063.00
80.00.3300.1801 Pull Cart Rental	10,560.00	5,067.00	5,493.00	5,883.00
80.00.3300.1802 Club Car Rental	107,200.00	60,483.00	46,717.00	52,764.00
80.00.3300.1803 Golf Club Rental	2,100.00	888.00	1,212.00	828.00
80.00.3341.0000 Indoor Facility Rentals	25,500.00	19,235.00	6,265.00	18,736.00
80.00.3341.1804 Employee Housing	15,600.00	7,800.00	7,800.00	9,100.00
80.00.3430.0000 Daily Use Fees	497,349.00	282,134.31	215,214.69	274,558.00
80.00.3430.1813 Driving Range	105,000.00	76,210.00	28,790.00	75,499.00
80.00.3431.0000 Punch Card Fees	8,100.00	8,000.00	100.00	8,050.00
80.00.3453.0000 Season Passes	9,730.00	9,765.00	(35.00)	6,640.00
80.00.3454.0000 Permanent Tee Times	6,700.00	6,525.00	175.00	6,700.00
80.00.3600.1807 Pro Shop	45,000.00	25,667.00	19,333.00	25,812.00
80.00.3600.1808 Beer/Wine Sales	63,000.00	35,537.59	27,462.41	38,454.00
80.00.3600.1809 Food Sales	23,000.00	17,807.96	5,192.04	17,483.00
80.00.3600.1810 Soft Drink Sales	20,000.00	13,493.42	6,506.58	12,793.00
80.00.3600.1814 Liquor Sales	12,063.00	7,232.15	4,830.85	7,843.00
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)	28.00
80.00.3990.0000 Miscellaneous Revenues	0.00	0.00	0.00	0.00
TOTAL REVENUES	1,056,752.00	673,655.63	383,096.37	655,996.70
EXPENDITURES				
FUND: 80 SUGAR CREEK GOLF COURSE				
EXPENDITURES				
80.00.4001.0000 Full-Time Employees Salary & Wages	191,997.00	75,051.38	116,945.62	75,897.00
80.00.4240.0000 Operations Staff Wages	74,360.00	40,836.56	33,523.44	32,653.67
80.00.4280.0000 Program Staff Wages	0.00	86.20	(86.20)	787.20
80.00.4280.1805 Cashier/Greens Fees	41,300.00	20,231.00	21,069.00	17,708.71
80.00.4280.1809 Food Preparation Wages	3,600.00	1,292.50	2,307.50	3,483.30
80.00.4280.1811 Administrative Staff	330.00	165.00	165.00	165.00
80.00.4280.1813 Driving Range	7,487.00	6,269.64	1,217.36	5,577.50
80.00.4280.1814 Bar Wages	13,198.00	5,012.86	8,185.14	4,291.35
80.00.4280.1816 Program Wages-JR Golf	12,000.00	12,404.00	(404.00)	12,323.82
80.00.4280.1817 Utility/Cleaning	12,000.00	1,332.00	10,668.00	3,833.81
80.00.4280.1818 Private Lessons	2,625.00	0.00	2,625.00	0.00
Salaries total	358,897.00	162,681.14	196,215.86	156,721.36

Income Statement Sugar Creek Golf Course

July

	2016 Full Year Budget	2016 YTD through July	July Variance from Budget	2015 YTD through July
FUND: 80 SUGAR CREEK GOLF COURSE				
80.00.5020.0000 Health Care Expenses	29,539.00	14,003.34	15,535.66	8,588.00
80.00.5040.0000 Illinois Municipal Retirement Fund	30,924.00	14,227.10	16,696.90	14,099.38
80.12.5050.0000 Business Insurance	13,900.00	6,950.00	6,950.00	6,750.00
80.00.5060.0000 FICA-Employer Portion	27,456.00	14,231.19	13,224.81	14,195.42
80.00.5102.0000 Consulting Services	500.00	0.00	500.00	0.00
80.12.5160.0000 Auditing Expense	5,000.00	4,500.00	500.00	4,290.00
80.12.5180.0000 Finance/Bank Charges	18,000.00	5,654.02	12,345.98	12,783.00
80.00.5300.0000 Dues	1,755.00	1,564.00	191.00	810.00
80.00.5320.0000 Occupational Health	1,300.00	927.00	373.00	1,094.00
80.00.5340.0000 Continuing Education	1,000.00	484.15	515.85	1,261.59
80.00.5380.0000 Mileage	1,000.00	1,372.78	(372.78)	876.24
80.00.5500.0000 Ads & Notices	9,000.00	5,165.57	3,834.43	4,702.00
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	12,985.00	15,685.00	12,814.80
80.00.5580.1815 Banquets/Outings	3,000.00	2,687.50	312.50	2,382.76
80.00.5601.0000 Telephone	3,800.00	2,129.21	1,670.79	1,887.47
80.00.5602.0000 Cellular Phones & Service	600.00	379.98	220.02	293.81
80.00.5650.0000 Alarm Expenses	7,534.00	5,146.71	2,387.29	4,002.53
80.00.5720.0000 Electricity	16,500.00	11,188.54	5,311.46	9,133.02
80.00.5740.0000 Natural Gas	7,000.00	2,262.13	4,737.87	2,889.47
80.00.5760.0000 Water & Sewer	6,800.00	1,890.09	4,909.91	2,272.54
80.00.5780.0000 Cable TV Expenses	1,560.00	1,281.47	278.53	1,073.26
80.00.5881.0000 Computer & Hardware Services	700.00	0.00	700.00	50.00
80.00.5883.0000 Contract Services	11,270.00	12,302.01	(1,032.01)	9,461.29
Services total	228,308.00	122,382.60	105,925.40	116,785.58
80.00.6020.0000 Building Repairs	4,000.00	3,119.22	880.78	129.19
80.00.6060.0000 Plumbing Systems Repair	5,205.00	4,098.00	1,107.00	10,334.80
80.00.6200.0000 Vehicle Repairs	1,000.00	0.00	1,000.00	1,050.00
Repairs total	10,205.00	7,217.22	2,987.78	11,513.99
80.00.7001.0000 Office Supplies	1,000.00	559.11	440.89	246.07
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	26,661.13	10,038.87	17,335.77
80.00.7090.0000 Building Supplies	6,450.00	5,682.65	767.35	5,744.66
80.00.7100.0000 Fuel	8,882.00	4,181.70	4,700.30	4,827.78
80.00.7140.0000 Vehicle Parts	18,595.00	12,656.89	5,938.11	12,836.66
80.00.7520.0000 Chemicals	24,771.00	19,225.67	5,545.33	21,625.34
80.00.7600.0000 Program Supplies	5,600.00	1,211.96	4,388.04	2,909.66
80.00.7600.1813 Driving Range	14,000.00	10,438.21	3,561.79	10,755.41
80.00.7620.1807 Pro Shop	30,000.00	15,177.12	14,822.88	17,005.33
80.00.7620.1812 Concession Merchandise	58,500.00	35,696.96	22,803.04	33,537.83
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
Supplies total	208,498.00	132,551.63	75,946.37	134,851.84
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
Other total	249,812.50	19,156.25	230,656.25	9,225.00
TOTAL EXPENDITURES	1,055,720.50	443,988.84	611,731.66	429,097.77
EXCESS OF REVENUES OVER EXPENDITURES	1,031.50	229,666.79	(228,635.29)	226,898.93