

**SUGAR CREEK GOLF COURSE
ADMINISTRATIVE BOARD MEETING
AGENDA
Tuesday October 25th, 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 September 27th, 2016 Meeting
5. Public Participation

OLD BUSINESS

- Budget approval update from Village of Villa Park Board
- Budget approval update from Elmhurst Park District Board

NEW BUSINESS

- Managers' Report - October
- Superintendent Report - October

FINANCIAL REPORTS

- Income Statement for Period 9 – September 2016

Schedule Next Meeting

Meeting Adjournment

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

**SUGAR CREEK ADMINISTRATIVE BOARD
MINUTES**

SEPTEMBER 27, 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 AUGUST 23, 2016

A motion to approve the minutes was made by **Mark Exiner** 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

This September is almost identical to September 2015 with 23 playable days through September 26. Rounds and revenues are up slightly with an increase of 51 rounds and revenues up by \$2,439. However, looking at the year-to-date rounds and revenues, rounds are down by 761 from the record setting year we had in 2015 and revenues are down by approximately \$10,000. Using a wider perspective, Dave looked at the year-to-date revenues for the last 8 years, and comparing 2016 revenues to the previous 8 years it is the second highest revenue year on record. 2016 Y-T-D revenues are \$45,393 higher than the average Y-T-D- revenues of the previous 8 years.

Both the clubhouse and course have been busy with 14 golf outings in September as well as a rehearsal dinner, engagement party and two baby showers. The high school golf teams continue their practices and matches while both the Senior Men's and Ladies' leagues finished their seasons the final week of the month and each hosted their banquets following their final play day. Five banquets and a couple more golf outings are booked for October as well as the annual Fall Scramble, which will be played the last Saturday of October.

SUPERINTENDENT'S REPORT

The weather in September has been 5.7° warmer than average with total precipitation 1.7 inches below normal, and all precipitation has been mostly sprinkles with no downpours. The irrigation system has not been used for the month. This warm, dry weather has led to good turf conditions, which offers times to work on several projects.

The biggest project included grinding more than 200 stumps on the golf course and around the driving range and filling in the holes and seeding the ones on the golf course. Other projects included removing 4 dead trees on the course and restoring the stump holes, aerating and seeding tees, successfully completing our PDRMA insurance Loss Control Review, and assembling the 2017 budget which involved gathering quotes, planning projects and determining goals for 2017.

Kevin then created several graphs clarifying the time spent on equipment repair and maintenance in response to the trends discussed at last month's meeting. The first graph displayed the percentage of his

total time which is spent on repair and maintenance from 2006 to 2016, and the second showed the cost of the parts as the equipment ages from 2002 to 2016. The trend showed a positive correlation between parts' costs and the equipments' age. From 2011-2016, the parts cost trend doubles from \$9500 to \$19,500. The third graph shows the number of hours spent on repair and maintenance per week for 51 weeks comparing the years 2012 to 2016. The big spikes are in the spring and the fall when all the wheels are ground, oil changes are made, and other maintenance issues are addressed.

FINANCIAL REPORTS

APPROVAL OF BUDGET COMPARISON REPORT

The Board considered the Budget Comparison Report through Period 8. **Brian McDermott** gave a short recap of each area. A question about mileage was introduced and **Dave's** response was that it included travel expenses for conferences and daily travel for **Kevin**. It will be adjusted in the new budget. A motion to accept the income statement was made by **Mark Exiner** and seconded by **Kevin Graf**. All were in favor and the motion passed.

2017 BUDGET REVIEW AND APPROVAL

Dave introduced the plan for the 2017 budget by looking at the major projects for next year and the areas of opportunity for revenue growth. The average number of rounds for the last 4 years is 30,000 rounds per year. Since rounds account for 50% of our revenues, an increase of the greens fee was recommended with a \$2.00 rate increase for all resident fees and \$1.00 increase for nonresident weekend rates. Also, a 10% rate increase for the Jr. Golf Program was recommended as it has been filled to capacity even with an increase in the number of participants.

Regarding expenses, the major projects include the rebuilding of the deck as the existing deck has become potentially hazardous. The total deck renovation including labor and supplies is budgeted for \$9,000. In addition, new furniture and umbrellas are anticipated to cost \$3,000. The second major project is addressing the creek renovation with a \$10,000 professional consultant plan. When a discussion ensued about this plan, the explanation included the necessity of having multiple professionals such as landscape architects and civil engineers working collaboratively to resolve the issues with the creek. The third project is continuing the maintenance equipment replacement plan by purchasing a new greens mower at the cost of \$32,000. It was stipulated that this capital purchase would not be considered until after the third quarter financial review to determine the feasibility of this purchase.

The balanced bottom line in the 2017 budget will reflect total revenues of \$1,082,872 exceeding total expenses of \$1,079,891.

The motion to approve the Proposed 2017 Sugar Creek Budget was made by **Rob Taglia** and seconded by **Kevin Graf**. All were in favor and the motion was approved. Next the Proposed Budget will be presented to the Parent Bodies for final approval.

NEXT MEETING

The next meeting will be scheduled for Tuesday, October 25 at 6:00 p.m.

ADJOURNMENT

All agenda items being addressed, a motion to adjourn was made by **Greg Gola** and seconded by **Rob Taglia** and all were in favor. The meeting was adjourned at 7:14 p.m.

Respectfully submitted,
Jean A. Paprocki

Income Statement Sugar Creek Golf Course

10/21/2016

	September			
	2016 Full Year Budget	2016 YTD through September	September Variance from Budget	2015 YTD through September
FUND: 80 SUGAR CREEK GOLF COURSE				
REVENUES				
80.00.3200.1813 Driving Range Instruction	16,050.00	15,836.00	214.00	19,052.00
80.00.3200.1816 Jr. Golf	86,300.00	83,459.00	2,841.00	75,651.70
80.00.3200.1818 Private Lessons	3,500.00	1,160.00	2,340.00	1,063.00
80.00.3300.1801 Pull Cart Rental	10,560.00	7,224.00	3,336.00	8,691.00
80.00.3300.1802 Club Car Rental	107,200.00	93,865.00	13,335.00	88,746.00
80.00.3300.1803 Golf Club Rental	2,100.00	1,224.00	876.00	1,320.00
80.00.3341.0000 Indoor Facility Rentals	25,500.00	20,830.00	4,670.00	24,066.00
80.00.3341.1804 Employee Housing	15,600.00	10,400.00	5,200.00	11,700.00
80.00.3430.0000 Daily Use Fees	497,349.00	406,760.91	90,588.09	415,253.55
80.00.3430.1813 Driving Range	105,000.00	99,248.00	5,752.00	103,143.00
80.00.3431.0000 Punch Card Fees	8,100.00	8,100.00	0.00	8,050.00
80.00.3453.0000 Season Passes	9,730.00	10,020.00	(290.00)	6,750.00
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	37,047.52	7,952.48	36,828.29
80.00.3600.1808 Beer/Wine Sales	63,000.00	52,605.73	10,394.27	60,712.74
80.00.3600.1809 Food Sales	23,000.00	21,454.53	1,545.47	23,572.77
80.00.3600.1810 Soft Drink Sales	20,000.00	18,564.53	1,435.47	19,391.11
80.00.3600.1814 Liquor Sales	12,063.00	10,565.15	1,497.85	11,673.98
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)	56.41
80.00.3990.0000 Miscellaneous Revenues	0.00	0.00	0.00	0.00
TOTAL REVENUES	1,056,752.00	904,895.57	151,856.43	922,421.55
EXPENDITURES				
FUND: 80 SUGAR CREEK GOLF COURSE				
EXPENDITURES				
80.00.4001.0000 Full-Time Employees Salary	191,997.00	102,078.14	89,918.86	102,294.50
80.00.4240.0000 Operations Staff Wages	74,360.00	55,611.40	18,748.60	45,681.83
80.00.4280.0000 Program Staff Wages	0.00	86.20	(86.20)	928.95
80.00.4280.1805 Cashier/Greens Fees	41,300.00	28,723.25	12,576.75	27,715.59
80.00.4280.1809 Food Preparation Wages	3,600.00	1,644.50	1,955.50	4,918.95
80.00.4280.1811 Administrative Staff	330.00	275.00	55.00	220.00
80.00.4280.1813 Driving Range	7,487.00	8,444.35	(957.35)	8,380.00
80.00.4280.1814 Bar Wages	13,198.00	6,732.81	6,465.19	6,425.00
80.00.4280.1816 Program Wages-JR Golf	12,000.00	15,167.63	(3,167.63)	14,665.58
80.00.4280.1817 Utility/Cleaning	12,000.00	1,603.13	10,396.87	5,363.81
80.00.4280.1818 Private Lessons	2,625.00	0.00	2,625.00	0.00
Salaries total	358,897.00	220,366.41	138,530.59	216,594.21

Income Statement Sugar Creek Golf Course

10/21/2016

		September		
	2016 Full Year Budget	2016 YTD through September	September Variance from Budget	2015 YTD through September
FUND: 80 SUGAR CREEK GOLF COURSE				
80.00.5020.0000 Health Care Expenses	29,539.00	17,773.71	11,765.29	9,564.85
80.00.5040.0000 Illinois Muncipal Retirement Fund	30,924.00	18,137.85	12,786.15	17,872.89
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	18,521.84	8,934.16	18,667.31
80.12.5160.0000 Auditing Expense	5,000.00	4,500.00	500.00	4,290.00
80.00.5102.0000 Consulting Services	500.00	0.00	500.00	0.00
80.12.5180.0000 Finance/Bank Charges	18,000.00	13,530.55	4,469.45	17,762.02
80.00.5300.0000 Dues	1,755.00	1,663.00	92.00	1,544.00
80.00.5320.0000 Occupational Health	1,300.00	1,001.00	299.00	1,130.00
80.00.5340.0000 Continuing Education	1,000.00	683.17	316.83	1,901.59
80.00.5380.0000 Mileage	1,000.00	1,557.38	(557.38)	1,060.84
80.00.5500.0000 Ads & Notices	9,000.00	5,595.53	3,404.47	9,096.04
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	28,963.54	(293.54)	21,389.05
80.00.5580.1815 Banquets/Outings	3,000.00	2,985.77	14.23	2,939.87
80.00.5601.0000 Telephone	3,800.00	2,955.39	844.61	2,558.84
80.00.5602.0000 Cellular Phones & Service	600.00	504.26	95.74	395.63
80.00.5650.0000 Alarm Expenses	7,534.00	7,088.49	445.51	5,160.21
80.00.5720.0000 Electricity	16,500.00	15,732.98	767.02	11,355.18
80.00.5740.0000 Natural Gas	7,000.00	2,568.14	4,431.86	3,177.18
80.00.5760.0000 Water & Sewer	6,800.00	3,235.90	3,564.10	3,611.59
80.00.5780.0000 Cable TV Expenses	1,560.00	1,281.47	278.53	1,417.86
80.00.5881.0000 Computer & Hardware Services	700.00	0.00	700.00	50.00
80.00.5883.0000 Contract Services	11,270.00	13,661.66	(2,391.66)	11,013.17
Services total	228,308.00	169,942.44	58,365.56	153,783.12
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	4,153.33
80.00.6200.0000 Vehicle Repairs	1,000.00	0.00	1,000.00	1,050.00
80.00.6340.0000 Equipment Repairs	0.00	0.00	0.00	0.00
Repairs total	10,205.00	7,217.22	2,987.78	5,332.52
80.00.7001.0000 Office Supplies	1,000.00	891.01	108.99	273.05
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	30,043.18	6,656.82	24,545.37
80.00.7090.0000 Building Supplies	6,450.00	6,361.18	88.82	6,055.76
80.00.7100.0000 Fuel	8,882.00	5,425.37	3,456.63	8,570.97
80.00.7140.0000 Vehicle Parts	18,595.00	18,309.03	285.97	15,845.03
80.00.7520.0000 Chemicals	24,771.00	24,453.41	317.59	23,962.79
80.00.7600.0000 Program Supplies	5,600.00	5,088.96	511.04	3,099.34
80.00.7600.1813 Driving Range	14,000.00	9,418.21	4,581.79	10,995.36
80.00.7620.1807 Pro Shop	30,000.00	21,483.88	8,516.12	23,920.58
80.00.7620.1812 Concession Merchandise	58,500.00	46,787.66	11,712.34	48,496.94
80.00.7680.0000 Uniforms	2,000.00	1,496.23	503.77	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	169,758.12	38,739.88	173,792.52
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

Income Statement Sugar Creek Golf Course

10/21/2016

		September		
	2016 Full Year Budget	2016 YTD through September	September Variance from Budget	2015 YTD through September
FUND: 80 SUGAR CREEK GOLF COURSE				
80.00.8931.0000 Depreciation Expense-Land Improver	0.00	0.00	0.00	0.00
80.00.8932.0000 Depreciation Expense-Bldg. & Improv	0.00	0.00	0.00	0.00
80.00.8933.0000 Depreciation Expense-Machinery & Ec	0.00	0.00	0.00	0.00
80.00.8940.0000 Amortization Expense	0.00	0.00	0.00	0.00
Other total	249,812.50	19,156.25	230,656.25	9,225.00
TOTAL EXPENDITURES	1,055,720.50	586,440.44	469,280.06	558,727.37
EXCESS OF REVENUES OVER EXPENDITURES	1,031.50	318,455.13	(317,423.63)	363,694.18