

**SUGAR CREEK GOLF COURSE  
ADMINISTRATIVE BOARD MEETING  
AGENDA  
Tuesday April 23<sup>rd</sup>, 2019  
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 from March 26<sup>th</sup>, 2019
5. Public Participation

**OLD BUSINESS**

- None

**NEW BUSINESS**

- Managers' Report – April
- Superintendent Report – April

**FINANCIAL REPORTS**

- Income Statement for Period 3 – March 2019

**Schedule Next Meeting**

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

Sugar Creek Administrative Board Minutes  
Tuesday March 26<sup>th</sup>, 2019  
(Prepared by Dave Anderson in absence of  
recording secretary Jean Paprocki)

**Present:** Brian McDermott, Greg Gola, Gary Schiefer, Joe Colmone, Mark Exiner

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

**Absent:** Tim Sheehan

**Additions and/or corrections to Agenda:** None

**Approval of Minutes for November 27<sup>th</sup>, 2018:** Greg Gola motioned to approve with a second by Gary Schiefer. The committee approved by roll call.

**Public Participation:** None

**Old Business:** None

**New Business:**

**Manager's Report**

Winter/Spring Update

- We had our best December banquet business on record in 2018. Revenues from alcohol sales and banquet room rentals were at an all-time high after having a record number of events booked. The banquets brought in \$4,400 in alcohol sales and about \$5,000 in room rental fees.
- The annual Chili Open winter scramble on January 5<sup>th</sup> was a sold out event due to unseasonable warm 52 degree temperatures. 93 participants were squeezed in to play in the event which includes on-course contests, chili offered during the event, buffet dinner and raffle opportunities after the round. An additional 30 golfers played in the afternoon as the course was open for play with the nice weather.
- The driving range net replacement project was finally completed at the end of February. There was initial damage done at the end of November with heavy snow and ice accumulation on the netting - combined with high winds – causing extensive tearing. Another similar type storm hit in February causing further damage to most of the remaining net. About 80% of the net is now new with the remaining portion scheduled to be replaced this spring. PDRMA – the Park District Risk Management insurance agency - covered all but \$1,000 (deductible) of the total \$89,000 replacement cost. Extreme weather conditions – snow coverage, cold temps and high winds - made it difficult to schedule the work to be completed. But nonetheless, the driving range was ready to open before March 1<sup>st</sup>!
- Jr. Golf camp registration opened up online on Saturday February 16<sup>th</sup> with much success once again. Currently we have about 360 participants registered totaling about \$116,000. Last year at this point we had around 375 registered with close to \$120,000. We still have two months for registration opportunities prior to the start of the program in June.
- All other instruction revenue for classes collected from online registration so far is at \$12,000 compared to \$7,500 last year. This includes after-school classes held in April and May as well as weekend adult-child classes and basic adult full swing classes.

- 10,000 new golf balls have replaced the old balls from last year in the ball dispenser machine. We will also have an additional 10 new mats to be delivered in April as part of our annual mat rotation and replacement program. The mats were ordered at the P.G.A. show on a special 10% discount, saving \$1,000 off of the total cost.
- Beginning on March 15<sup>th</sup>, with the addition of a new stop light and Sugar Creek signage at the corner of Roosevelt and Villa, we are hopeful that this can provide more drive-up traffic for the driving range. The road construction that lingered last summer and fall made it very difficult for traffic to access the street and resulted in diminished traffic to Sugar Creek last year.
- April will be busy with the start of instruction programs like after-school classes for boys and girls and weekend classes. Also in April - weather permitting - the Senior Men's League will begin, as well as one of our Tuesday evening leagues.
- Six banquets are booked for the month of April and the annual Spring Scramble will be held on Saturday April 27<sup>th</sup>.

### **Superintendent Report**

#### Winter Summary

November 2018 ended up being the 4<sup>th</sup> snowiest and 13<sup>th</sup> coldest on record. According to WGN, there was only one other November that qualifies as "worse" than 2018.

The remainder of the season (December 1 – March 1) was on average slightly warmer and wetter than average. Rainfall was 2 inches above normal and snow was ½" over normal for the 3 month period.

March has been significantly colder than usual by -4.3 degrees which makes for an extended winter season with winter-like weather for more than 4 ½ months instead of 3. The extended cold can often lead to increased winterkill of susceptible turf grass species, shorter roots due to less growth during the fall, and damaged buds on susceptible woody ornamentals.

#### **Projects and Notes**

- Painted clubhouse banquet room and other interior walls.
- Completed numerous tree care projects including maintenance pruning and the removal of 6 dead or dying hazard trees.
- Complete most landscape cleanup for spring.
- Repaired and renovated several pieces of equipment including a brush chipper, utility cart, tee mower, and rough mower.
- Attended the Illinois Turf grass Foundation's Winter Conference.
- Combined and organized 20 years of golf course maintenance-related digital photos, blueprints and maps. Performed preventative maintenance on other equipment.
- Created new digital training materials to replace primarily text and paper-based materials. The new materials are in PowerPoint format and include better diagrams, maps, photos, tutorials, and safety training.

#### **Financial Reports**

- **Income Statement for Period 2 – February 2019** – Motion to approve Joe Colmone and 2<sup>nd</sup> by Gary Schiefer – Approved by roll call by all

**Next Meeting** – Tuesday April 23<sup>rd</sup>, 6 p.m.

Motion to adjourn – Greg Gola

REVENUE AND EXPENDITURE REPORT FOR ELMHURST PARK DISTRICT  
PERIOD ENDING 03/31/2019

GL NUMBER	PROJECT DESCRIPTION	2019 AMENDED BUDGET	YTD	AVAILABLE BALANCE	% BDGT USED	YTD	YTD BALANCE
			BALANCE 03/31/2019			BALANCE 03/31/2018	DIFF 03/31/2019 03/31/2018
Fund 80 - SUGAR CREEK GOLF COURSE							
PROGRAMS							
80-00-3200-1813	DRIVING RANGE	17,264.00	12,111.00	5,153.00	70.15	7,500.00	4,611.00
80-00-3200-1816	JR. GOLF	93,225.00	116,123.95	(22,898.95)	124.56	127,814.07	(11,690.12)
80-00-3200-1818	PRIVATE LESSONS	750.00	0.00	750.00	0.00	0.00	0.00
Net PROGRAMS		111,239.00	128,234.95	(16,995.95)	115.28	135,314.07	(7,079.12)
RENTAL							
80-00-3300-1801	PULL CART RENTAL	8,550.00	129.00	8,421.00	1.51	141.00	(12.00)
80-00-3300-1802	CLUB CAR RENTAL	114,000.00	488.00	113,512.00	0.43	1,139.00	(651.00)
80-00-3300-1803	GOLF CLUB RENTAL	1,500.00	285.00	1,215.00	19.00	0.00	285.00
80-00-3341	INDOOR FACILITY RENTAL	31,500.00	3,415.00	28,085.00	10.84	6,619.00	(3,204.00)
80-00-3341-1804	EMPLOYEE HOUSING	15,600.00	3,900.00	11,700.00	25.00	3,900.00	0.00
Net RENTAL		171,150.00	8,217.00	162,933.00	4.80	11,799.00	(3,582.00)
DAILY USE AND PUNCH CARDS							
80-00-3430	DAILY USE FEES	495,963.00	7,263.63	488,699.37	1.46	9,974.25	(2,710.62)
80-00-3430-1813	DRIVING RANGE	115,000.00	9,552.00	105,448.00	8.31	6,592.00	2,960.00
80-00-3431	PUNCH CARD FEES	8,100.00	3,200.00	4,900.00	39.51	3,100.00	100.00
Net DAILY USE AND PUNCH CARDS		619,063.00	20,015.63	599,047.37	3.23	19,666.25	349.38
MEMBERSHIP							
80-00-3453	SEASON PASSES	8,500.00	1,070.00	7,430.00	12.59	1,575.00	(505.00)
80-00-3454	PERMANENT TEE TIMES	6,700.00	2,450.00	4,250.00	36.57	2,750.00	(300.00)
Net MEMBERSHIP		15,200.00	3,520.00	11,680.00	23.16	4,325.00	(805.00)

GL NUMBER	PROJECT DESCRIPTION	2019	YTD	AVAILABLE	% BDGT	YTD	YTD BALANCE
		AMENDED	BALANCE			BALANCE	DIFF
		BUDGET	03/31/2019	BALANCE	USED	03/31/2018	03/31/2018
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MERCHANDISE							
80-00-3600-1807	PRO SHOP	40,000.00	3,009.17	36,990.83	7.52	2,177.47	831.70
80-00-3600-1808	BEER/WINE SALES	73,332.00	3,205.70	70,126.30	4.37	3,271.76	(66.06)
80-00-3600-1809	FOOD SALES	21,500.00	538.63	20,961.37	2.51	264.60	274.03
80-00-3600-1810	SOFT DRINK SALES	21,000.00	499.79	20,500.21	2.38	1,277.03	(777.24)
80-00-3600-1814	LIQUOR SALES	15,500.00	1,798.00	13,702.00	11.60	2,602.66	(804.66)
Net MERCHANDISE		171,332.00	9,051.29	162,280.71	5.28	9,593.52	(542.23)
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INTEREST							
80-00-3960	INTEREST INCOME	0.00	76.71	(76.71)	100.00	26.98	49.73
Net INTEREST		0.00	76.71	(76.71)	100.00	26.98	49.73
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TOTAL REVENUES		1,087,984.00	169,115.58	918,868.42	15.54	180,724.82	(11,609.24)
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FULL TIME SALARY							
FULL-TIME EMPLOYEES							
80-00-4001	SALARY & WAGES	208,535.00	42,484.73	166,050.27	20.37	42,273.38	211.35
Net FULL TIME SALARY		208,535.00	42,484.73	166,050.27	20.37	42,273.38	211.35
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PART TIME WAGES							
80-00-4240	OPERATIONS STAFF WAGES	78,760.00	7,590.41	71,169.59	9.64	9,149.13	(1,558.72)
80-00-4280-1805	CASHIER/GREENS FEES	41,300.00	75.65	41,224.35	0.18	737.41	(661.76)
80-00-4280-1809	FOOD SALES	3,600.00	94.38	3,505.62	2.62	81.35	13.03
80-00-4280-1811	ADMINISTRATIVE STAFF	330.00	0.00	330.00	0.00	0.00	0.00
80-00-4280-1813	DRIVING RANGE	10,292.00	34.62	10,257.38	0.34	22.62	12.00
80-00-4280-1814	LIQUOR SALES	12,219.00	508.20	11,710.80	4.16	999.70	(491.50)
80-00-4280-1816	JR. GOLF	12,000.00	0.00	12,000.00	0.00	0.00	0.00
80-00-4280-1817	UTILITY/CLEANING	6,000.00	273.36	5,726.64	4.56	0.00	273.36
80-00-4280-1818	PRIVATE LESSONS	1,125.00	0.00	1,125.00	0.00	0.00	0.00
Net PART TIME WAGES		165,626.00	8,576.62	157,049.38	5.18	10,990.21	(2,413.59)

GL NUMBER	PROJECT DESCRIPTION	2019	YTD	AVAILABLE	% BDGT	YTD	YTD BALANCE
		AMENDED BUDGET	BALANCE 03/31/2019			BALANCE 03/31/2018	DIFF 03/31/2019 03/31/2018
<b>INSURANCE</b>							
80-00-5020	HEALTH CARE EXPENSES	12,270.00	3,396.36	8,873.64	27.68	4,188.16	(791.80)
80-12-5050	BUSINESS INSURANCE	15,250.00	0.00	15,250.00	0.00	0.00	0.00
Net INSURANCE		27,520.00	3,396.36	24,123.64	12.34	4,188.16	(791.80)
<b>IMRF</b>							
80-00-5040	ILLINOIS MUNICIPAL RETIREMENT FUND	21,613.00	4,258.94	17,354.06	19.71	5,825.24	(1,566.30)
80-00-5040-1817	ILLINOIS MUNICIPAL RETIREMENT FUND	0.00	2.24	(2.24)	100.00	0.00	2.24
Net IMRF		21,613.00	4,261.18	17,351.82	19.72	5,825.24	(1,564.06)
<b>FICA</b>							
80-00-5060	FICA-EMPLOYER PORTION- FULL TIME	28,623.00	4,055.05	24,567.95	14.17	4,239.78	(184.73)
80-00-5060-1805	FICA-EMPLOYER PORTION- CASHIER/GREENS FEES	0.00	5.79	(5.79)	100.00	0.00	5.79
80-00-5060-1809	FICA-EMPLOYER PORTION- FOOD SALES	0.00	7.22	(7.22)	100.00	0.00	7.22
80-00-5060-1813	FICA-EMPLOYER PORTION- DRIVING RANGE	0.00	2.65	(2.65)	100.00	0.00	2.65
80-00-5060-1814	FICA-EMPLOYER PORTION- LIQUOR SALES	0.00	47.76	(47.76)	100.00	0.00	47.76
80-00-5060-1817	FICA-EMPLOYER PORTION- UTILITY/CLEANING	0.00	27.27	(27.27)	100.00	0.00	27.27
Net FICA		28,623.00	4,145.74	24,477.26	14.48	4,239.78	(94.04)

GL NUMBER	PROJECT DESCRIPTION	2019	YTD	AVAILABLE	% BDGT	YTD	YTD BALANCE
		AMENDED	BALANCE			BALANCE	DIFF
		BUDGET	03/31/2019	BALANCE	USED	03/31/2018	03/31/2018
<b>ATTORNEY AND CONSULTING</b>							
80-00-5102	CONSULTING SERVICES	500.00	5,850.00	(5,350.00)	1,170.00	4,000.00	1,850.00
80-12-5160	AUDITING EXPENSES	4,500.00	0.00	4,500.00	0.00	0.00	0.00
Net ATTORNEY AND CONSULTING		5,000.00	5,850.00	(850.00)	117.00	4,000.00	1,850.00
<b>Services</b>							
80-00-5300	DUES	1,755.00	350.00	1,405.00	19.94	690.00	(340.00)
80-00-5320	OCCUPATIONAL HEALTH	1,814.00	200.00	1,614.00	11.03	200.00	0.00
80-00-5340	CONTINUING EDUCATION	1,000.00	295.00	705.00	29.50	526.96	(231.96)
80-00-5380	TRAVEL	2,000.00	1,610.41	389.59	80.52	1,353.95	256.46
80-00-5500	ADS & NOTICES	5,000.00	283.81	4,716.19	5.68	582.82	(299.01)
80-00-5520	LICENSES & PERMITS	1,000.00	110.00	890.00	11.00	110.00	0.00
80-00-5540	POSTAGE & SHIPPING	500.00	0.00	500.00	0.00	0.00	0.00
80-00-5580	EQUIPMENT RENTAL	32,060.00	0.00	32,060.00	0.00	(701.57)	701.57
80-00-5580-1815	EQUIPMENT RENTAL- BANQUETS/OUTINGS	3,500.00	633.35	2,866.65	18.10	829.66	(196.31)
80-00-5881	COMPUTER & HARDWARE SERVICES	700.00	0.00	700.00	0.00	0.00	0.00
80-00-5883	CONTRACT SERVICES	11,270.00	1,633.66	9,636.34	14.50	1,246.00	387.66
80-12-5180	FINANCE/BANK CHARGES	22,300.00	4,533.02	17,766.98	20.33	4,787.99	(254.97)
Net Services		82,899.00	9,649.25	73,249.75	11.64	9,625.81	23.44
<b>UTILITY</b>							
80-00-5601	TELEPHONE	1,980.00	90.41	1,889.59	4.57	233.97	(143.56)
80-00-5602	NEXTEL	600.00	14.96	585.04	2.49	98.03	(83.07)
80-00-5650	ALARM EXPENSES	2,750.00	636.63	2,113.37	23.15	636.63	0.00
80-00-5720	ELECTRICITY	22,000.00	4,611.90	17,388.10	20.96	2,705.04	1,906.86
80-00-5740	NATURAL GAS	8,100.00	1,772.68	6,327.32	21.88	1,742.97	29.71
80-00-5760	WATER & SEWER	7,000.00	638.07	6,361.93	9.12	804.40	(166.33)
80-00-5780	CABLE TV	1,800.00	464.38	1,335.62	25.80	439.07	25.31
Net UTILITY		44,230.00	8,229.03	36,000.97	18.61	6,660.11	1,568.92

GL NUMBER	PROJECT DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE 03/31/2019	AVAILABLE BALANCE	% BDGT USED	YTD BALANCE 03/31/2018	YTD BALANCE DIFF 03/31/2019 03/31/2018
Repairs & Maintenance							
80-00-6020	BUILDING REPAIRS	4,000.00	0.00	4,000.00	0.00	1,198.68	(1,198.68)
80-00-6060	PLUMBING SYSTEMS REPAIR	4,205.00	0.00	4,205.00	0.00	0.00	0.00
80-00-6200	VEHICLE REPAIRS	1,000.00	0.00	1,000.00	0.00	0.00	0.00
Net Repairs & Maintenance		9,205.00	0.00	9,205.00	0.00	1,198.68	(1,198.68)
SUPPLIES							
80-00-7001	OFFICE SUPPLIES	1,000.00	47.97	952.03	4.80	0.00	47.97
80-00-7020	EQUIPMENT & FURNITURE	3,000.00	0.00	3,000.00	0.00	0.00	0.00
80-00-7040	CUSTODIAL SUPPLIES	1,000.00	15.92	984.08	1.59	0.00	15.92
80-00-7070	GROUNDS SUPPLIES	33,636.00	300.00	33,336.00	0.89	252.37	47.63
80-00-7090	BUILDING SUPPLIES	5,950.00	663.41	5,286.59	11.15	674.97	(11.56)
80-00-7100	FUEL	8,382.00	0.00	8,382.00	0.00	0.00	0.00
80-00-7140	VEHICLE PARTS	18,595.00	1,056.96	17,538.04	5.68	2,828.10	(1,771.14)
80-00-7520	CHEMICALS	22,858.00	0.00	22,858.00	0.00	0.00	0.00
80-00-7680	UNIFORMS	2,000.00	0.00	2,000.00	0.00	0.00	0.00
80-00-7700	FIRST AID SUPPLIES/PERS. PROTECT. EQUIP.	500.00	0.00	500.00	0.00	0.00	0.00
Net SUPPLIES		96,921.00	2,084.26	94,836.74	2.15	3,755.44	(1,671.18)
PROGRAM SUPPLIES							
80-00-7600	PROGRAM SUPPLIES	5,000.00	46,442.35	(41,442.35)	928.85	688.00	45,754.35
80-00-7600-1813	PROGRAM SUPPLIES- DRIVING RANGE	12,000.00	(40,411.35)	52,411.35	(336.76)	4,901.00	(45,312.35)
Net PROGRAM SUPPLIES		17,000.00	6,031.00	10,969.00	35.48	5,589.00	442.00



GL NUMBER	PROJECT DESCRIPTION	2019	YTD	AVAILABLE	% BDGT	YTD	YTD BALANCE
		AMENDED BUDGET	BALANCE 03/31/2019			BALANCE 03/31/2018	DIFF 03/31/2019 03/31/2018
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MERCHANDISE SUPPLIES							
80-00-7620-1807	PRO SHOP	30,000.00	10,409.65	19,590.35	34.70	127.90	10,281.75
80-00-7620-1812	CONCESSION MERCHANDISE	50,233.00	5,415.66	44,817.34	10.78	4,469.16	946.50
Net MERCHANDISE SUPPLIES		80,233.00	15,825.31	64,407.69	19.72	4,597.06	11,228.25
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Capital							
80-00-8910	CAPITAL PURCHASES	115,000.00	0.00	115,000.00	0.00	0.00	0.00
80-00-8931	DEPRECIATION EXPENSE- LAND IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
80-00-8932	DEPRECIATION EXPENSE- BLDG. & IMPROVEMENT	0.00	0.00	0.00	0.00	0.00	0.00
80-00-8933	DEPRECIATION EXP.-MACH. & EQ.-IS CHGBK.	0.00	0.00	0.00	0.00	0.00	0.00
Net Capital		115,000.00	0.00	115,000.00	0.00	0.00	(27,456.99)
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TRANSFERS							
OPERATING INTERFUND							
80-00-9910	TRANSFERS	104,563.00	0.00	104,563.00	0.00	0.00	0.00
Net TRANSFERS		104,563.00	0.00	104,563.00	0.00	0.00	0.00
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DEBT PAYMNETS							
80-00-9921	2017A GO BONDS	122,650.00	0.00	122,650.00	0.00	0.00	0.00
Net DEBT PAYMNETS		122,650.00	0.00	122,650.00	0.00	0.00	0.00
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Fund 80 - SUGAR CREEK GOLF COURSE:							
TOTAL REVENUES		1,087,984.00	169,115.58	918,868.42	15.54	180,724.82	(11,609.24)
TOTAL EXPENDITURES		1,129,618.00	110,533.48	1,019,084.52	9.79	102,942.87	7,590.61
NET OF REVENUES & EXPENDITURES		(41,634.00)	58,582.10	(100,216.10)	140.71	77,781.95	(19,199.85)