

**SUGAR CREEK GOLF COURSE
ADMINISTRATIVE BOARD MEETING
AGENDA
Tuesday May 26, 2020
6:00 P.M. Sugar Creek Clubhouse**

Due to the shutdown of all Park District facilities in response to COVID-19, this meeting will be held by audio conferencing as permitted by the Gubernatorial Disaster Proclamation in Response to COVID-19 (COVID-19 Executive Order 5) exempting the requirement of the Open Meetings Act for the physical presence of the Commissioners at the meeting and permitting Commissioner attendance by video, audio, or telephone access. The public is invited to join the conference via audio by using the following instructions. Plan to join the meeting 5-10 minutes before the start of the meeting.

.

Public participation instructions:

Dial in: 1 312 626 6799

Meeting ID: 882 0775 8331

Password: 910050

.

Members of the public will be automatically muted. Therefore, please email any public comment to bmcdermott@epd.org by the end of the "Remarks/Correspondence from Visitors" portion of the meeting. Emailed comments will be read by staff during this meeting.

-
1. Call meeting to Order
 2. Roll Call
 3. Additions and/or Corrections To Agenda
 4. Approval of Minutes from December, 2019 (no meetings Jan-Mar)
 5. Public Participation

OLD BUSINESS

- None

NEW BUSINESS

- Managers' Report – November – Prepared by Dave Anderson (not in attendance)
- Superintendent Report – November – Kevin Goss

FINANCIAL REPORTS

- Income Statement for Period 4 – April 2020

Next Meeting – Tuesday, June 23- 2020 Audit-6 p.m.

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

SUGAR CREEK ADMINISTRATIVE BOARD MINUTES

DECEMBER 3, 2019

Mr. Gola called the meeting at 6:22 P.M. The roll was called.

PRESENT: Mark Exiner, Greg Gola, Brian McDermott, and Charlie Van Slyke

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

ABSENT: Dave Anderson, Joe Colmone, Gary Schiefer and Tim Sheehan

ADDITIONS AND /OR CORRECTIONS TO THE AGENDA:

None

APPROVAL OF MINUTES FOR OCTOBER 22, 2019

A motion to approve the minutes was made by **Mark Exiner** and seconded by **Brian McDermott**. All were in favor and the motion was passed.

PUBLIC PARTICIPATION

None

OLD BUSINESS

None

NEW BUSINESS

MONTHLY MANAGER'S REPORT

The manager's report was presented by Brian McDermott due to Dave's absence. Rounds and revenues are down this month as this November was one of the coldest on record with 210 rounds played this month compared to the average of 700 rounds for November. Revenues for November 2019 were \$20,346 compared to November 2018 with \$25,667, but part of this decrease is due to not receiving our payments from both Willowbrook and York golf teams. Usually this payment is received in early November but this year the payment will be paid in December. Weather has had a significant impact on play this golf season, which includes March through October, with only 146 playable days which is 16 days fewer than the 5-year average. Although rounds are down about 3500 compared to the 5-year average, by calculating the revenue per round, the course has seen the highest revenue per round at almost \$39.00 per round. The annual Fall Scramble was held on Saturday, October 26. The event was created years ago to generate revenue during the fall season and typically sells out to maximum capacity which is 20 foursomes. It includes a 9-hole round, buffet dinner and a large drawing for golf shop merchandise. This year sales on the golf shop merchandise totaled close to \$3,000. Six banquets were hosted in November which included many diverse celebrations such as an engagement party, a baptism and the I.C. golf team banquet. December will continue to be busy with many events mostly family holiday celebrations.

SUPERINTENDENT'S REPORT

Weather, once again, has had a significant impact. The entire month has averaged 5.5 F. under average. October ended with a snowstorm of 4.6 inches of snow which melted quickly, but then had snow cover from November 11th to the 17th. There were 10 days that were 10 or more degrees cooler than average and when the weather did warm up, those days usually had rain. Projects this month included frequent clean-up of leaves, branches, and goose debris, the usual winter equipment preventative maintenance, the removal of 5 dead trees on the course and 5 dead spruce trees at the house at 440 E. Van Buren St., repairing the drainage and replacing the sand in 5 bunkers and probably the last mowing of the year of greens, tees and fairways. Kevin also attended a 2-day PDRMA OSHA training which covered the top 10 safety issues in the workplace.

APPROVAL OF BUDGET COMPARISON REPORT

The Board considered the Budget Comparison Report through Period 10. **Brian McDermott** gave a short recap of the budget explaining that our capital expense for equipment depends on whether the funds are available after meeting expenses. The projection is that we should be able to make our debt payments this year but will not be able to purchase any equipment. A motion to accept the income statement was made by **Charlie Van Slyke** and seconded by **Mark Exiner** and the motion was carried.

NEXT MEETING

The next meeting will be scheduled for Tuesday, March 2020, at 6:00 p.m.

ADJOURNMENT

A motion to adjourn was made by **Brian McDermott** and seconded by **Charlie Van Slyke**. The meeting was adjourned at 6:49 p.m.

Respectfully submitted,

REVENUE AND EXPENDITURE REPORT FOR ELMHURST PARK DISTRICT
PERIOD ENDING 04/30/2020

GL NUMBER	PROJECT DESCRIPTION	2020 AMENDED BUDGET	YTD BALANCE 04/30/2020	AVAILABLE BALANCE	% BDGT USED	YTD BALANCE 04/30/2019	YTD BALANCE DIFF 04/30/2020 04/30/2019	PREV YEAR% BDGT USED
Fund 80 - SUGAR CREEK GOLF COURSE								
PROGRAMS								
80-00-3200-1813	DRIVING RANGE	22,000.00	10,469.00	11,531.00	47.59	13,308.00	(2,839.00)	77.09
80-00-3200-1816	JR. GOLF	91,000.00	128,600.00	(37,600.00)	141.32	118,713.95	9,886.05	127.34
80-00-3200-1818	PRIVATE LESSONS	1,500.00	0.00	1,500.00	0.00	40.00	(40.00)	5.33
Net PROGRAMS		114,500.00	139,069.00	(24,569.00)	121.46	132,061.95	7,007.05	118.72
RENTAL								
80-00-3300-1801	PULL CART RENTAL	6,700.00	33.00	6,667.00	0.49	516.00	(483.00)	6.04
80-00-3300-1802	CLUB CAR RENTAL	114,000.00	673.00	113,327.00	0.59	6,951.00	(6,278.00)	6.10
80-00-3300-1803	GOLF CLUB RENTAL	1,500.00	12.00	1,488.00	0.80	381.00	(369.00)	25.40
80-00-3341	INDOOR FACILITY RENTAL	34,000.00	7,749.00	26,251.00	22.79	5,085.00	2,664.00	16.14
80-00-3341-1804	EMPLOYEE HOUSING	15,600.00	2,600.00	13,000.00	16.67	5,200.00	(2,600.00)	33.33
Net RENTAL		171,800.00	11,067.00	160,733.00	6.44	18,133.00	(7,066.00)	10.59
DAILY USE AND PUNCH CARDS								
80-00-3430	DAILY USE FEES	477,435.00	7,059.89	470,375.11	1.48	31,767.21	(24,707.32)	6.41
80-00-3430-1813	DRIVING RANGE	110,000.00	4,543.00	105,457.00	4.13	21,004.00	(16,461.00)	18.26
80-00-3431	PUNCH CARD FEES	8,100.00	1,500.00	6,600.00	18.52	5,700.00	(4,200.00)	70.37
Net DAILY USE AND PUNCH CARDS		595,535.00	13,102.89	582,432.11	2.20	58,471.21	(45,368.32)	9.45
MEMBERSHIP								
80-00-3453	SEASON PASSES	7,417.00	495.00	6,922.00	6.67	3,455.00	(2,960.00)	40.65
80-00-3454	PERMANENT TEE TIMES	6,700.00	650.00	6,050.00	9.70	4,250.00	(3,600.00)	63.43
Net MEMBERSHIP		14,117.00	1,145.00	12,972.00	8.11	7,705.00	(6,560.00)	50.69
MERCHANDISE								
80-00-3600-1807	PRO SHOP	40,000.00	3,263.35	36,736.65	8.16	6,349.67	(3,086.32)	15.87
80-00-3600-1808	BEER/WINE SALES	70,000.00	5,441.78	64,558.22	7.77	7,074.04	(1,632.26)	9.65
80-00-3600-1809	FOOD SALES	21,500.00	516.82	20,983.18	2.40	888.29	(371.47)	4.13
80-00-3600-1810	SOFT DRINK SALES	21,000.00	659.92	20,340.08	3.14	1,335.08	(675.16)	6.36
80-00-3600-1814	LIQUOR SALES	22,000.00	2,957.00	19,043.00	13.44	2,408.46	548.54	15.54
Net MERCHANDISE		174,500.00	12,838.87	161,661.13	7.36	18,055.54	(5,216.67)	10.54
INTEREST								
80-00-3960	INTEREST INCOME	0.00	0.80	(0.80)	100.00	148.69	(147.89)	100.00
Net INTEREST		0.00	0.80	(0.80)	100.00	148.69	(147.89)	100.00
TOTAL REVENUES		1,070,452.00	177,223.56	893,228.44	16.56	234,575.39	(57,351.83)	21.56

GL NUMBER	PROJECT DESCRIPTION	2020 AMENDED BUDGET	YTD BALANCE 04/30/2020	AVAILABLE BALANCE	% BDGT USED	YTD BALANCE 04/30/2019	YTD BALANCE DIFF 04/30/2020 04/30/2019	PREV YEAR% BDGT USED
FULL TIME SALARY								
	FULL-TIME EMPLOYEES							
80-00-4001	SALARY & WAGES	213,494.00	57,797.12	155,696.88	27.07	57,238.33	558.79	27.45
Net FULL TIME SALARY		213,494.00	57,797.12	155,696.88	27.07	57,238.33	558.79	27.45
PART TIME WAGES								
80-00-4240	OPERATIONS STAFF WAGES	79,145.00	13,197.71	65,947.29	16.68	11,468.87	1,728.84	14.56
80-00-4280-1805	CASHIER/GREENS FEES	45,430.00	534.45	44,895.55	1.18	1,679.66	(1,145.21)	4.07
80-00-4280-1809	FOOD SALES	1,188.00	84.00	1,104.00	7.07	94.38	(10.38)	2.62
80-00-4280-1811	ADMINISTRATIVE STAFF	330.00	0.00	330.00	0.00	55.00	(55.00)	16.67
80-00-4280-1813	DRIVING RANGE	11,099.00	28.75	11,070.25	0.26	523.02	(494.27)	5.08
80-00-4280-1814	LIQUOR SALES	13,178.00	1,259.50	11,918.50	9.56	915.20	344.30	7.49
80-00-4280-1816	JR. GOLF	12,000.00	0.00	12,000.00	0.00	0.00	0.00	0.00
80-00-4280-1817	UTILITY/CLEANING	4,000.00	760.18	3,239.82	19.00	427.63	332.55	7.13
80-00-4280-1818	PRIVATE LESSONS	1,125.00	0.00	1,125.00	0.00	0.00	0.00	0.00
Net PART TIME WAGES		167,495.00	15,864.59	151,630.41	9.47	15,163.76	700.83	9.16
INSURANCE								
80-00-5020	HEALTH CARE EXPENSES	12,404.00	4,278.54	8,125.46	34.49	3,197.78	1,080.76	26.06
80-12-5050	BUSINESS INSURANCE	15,250.00	0.00	15,250.00	0.00	0.00	0.00	0.00
Net INSURANCE		27,654.00	4,278.54	23,375.46	15.47	3,197.78	1,080.76	11.62
IMRF								
80-00-5040	FT- ILLINOIS MUNICIPAL RETIREMENT FUND	28,009.00	7,375.82	20,633.18	26.33	5,700.07	1,675.75	26.37
80-00-5040-1817	PT- ILLINOIS MUNICIPAL RETIREMENT FUND	0.00	80.09	(80.09)	100.00	5.07	75.02	100.00
Net IMRF		28,009.00	7,455.91	20,553.09	26.62	5,705.14	1,750.77	26.40
FICA								
80-00-5060	FICA-Full Time	29,146.00	5,823.56	23,322.44	19.98	5,433.43	390.13	18.98
80-00-5060-1805	FICA-CASHIER/GREENS FEES	0.00	44.30	(44.30)	100.00	128.49	(84.19)	100.00
80-00-5060-1809	FICA-FOOD SALES	0.00	6.43	(6.43)	100.00	7.22	(0.79)	100.00
80-00-5060-1811	FICA-ADMINISTRATIVE STAFF	0.00	0.00	0.00	0.00	4.21	(4.21)	100.00
80-00-5060-1813	FICA-DRIVING RANGE	0.00	2.90	(2.90)	100.00	40.01	(37.11)	100.00
80-00-5060-1814	FICA-LIQUOR SALES	0.00	96.36	(96.36)	100.00	78.89	17.47	100.00
80-00-5060-1817	FICA-UTILITY/CLEANING	0.00	63.74	(63.74)	100.00	39.05	24.69	100.00
Net FICA		29,146.00	6,037.29	23,108.71	20.71	5,731.30	305.99	20.02
ATTORNEY AND CONSULTING								
80-00-5102	CONSULTING SERVICES	500.00	12,000.00	(11,500.00)	2,400.00	5,850.00	6,150.00	1,170.00
80-12-5160	AUDITING EXPENSES	4,800.00	0.00	4,800.00	0.00	3,000.00	(3,000.00)	65.22
Net ATTORNEY AND CONSULTING		5,300.00	12,000.00	(6,700.00)	226.42	8,850.00	3,150.00	173.53
Services								
80-00-5300	DUES	1,755.00	350.00	1,405.00	19.94	849.00	(499.00)	56.08
80-00-5320	OCCUPATIONAL HEALTH	1,814.00	42.00	1,772.00	2.32	242.00	(200.00)	13.34
80-00-5340	CONTINUING EDUCATION	1,000.00	604.00	396.00	60.40	340.00	264.00	34.00
80-00-5380	TRAVEL	2,000.00	1,786.93	213.07	89.35	1,702.71	84.22	85.14
80-00-5500	ADS & NOTICES	3,000.00	214.76	2,785.24	7.16	757.96	(543.20)	15.16
80-00-5520	LICENSES & PERMITS	1,000.00	844.50	155.50	84.45	1,241.00	(396.50)	100.00

GL NUMBER	PROJECT DESCRIPTION	2020 AMENDED BUDGET	YTD BALANCE 04/30/2020	AVAILABLE BALANCE	% BDGT USED	YTD BALANCE 04/30/2019	YTD BALANCE DIFF 04/30/2020 04/30/2019	PREV YEAR% BDGT USED
80-00-5540	POSTAGE & SHIPPING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
80-00-5580	EQUIPMENT RENTAL	32,060.00	0.00	32,060.00	0.00	0.00	0.00	0.00
80-00-5580-1815	EQUIPMENT RENTAL- BANQUETS/OUTINGS	6,000.00	763.30	5,236.70	12.72	804.49	(41.19)	22.99
80-00-5881	COMPUTER & HARDWARE SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
80-00-5883	CONTRACT SERVICES	11,270.00	1,667.50	9,602.50	14.80	2,573.29	(905.79)	22.83
80-12-5180	FINANCE/BANK CHARGES	20,900.00	6,026.50	14,873.50	28.83	5,283.16	743.34	23.80
Net Services		80,799.00	12,299.49	68,499.51	15.22	13,793.61	(1,494.12)	16.66
UTILITY								
80-00-5601	TELEPHONE	1,980.00	108.15	1,871.85	5.46	122.06	(13.91)	6.16
80-00-5602	NEXTEL	600.00	12.13	587.87	2.02	23.23	(11.10)	3.87
80-00-5650	ALARM EXPENSES	3,025.00	1,273.26	1,751.74	42.09	1,273.26	0.00	46.30
80-00-5720	ELECTRICITY	22,000.00	3,646.89	18,353.11	16.58	6,197.29	(2,550.40)	28.17
80-00-5740	NATURAL GAS	8,100.00	1,656.23	6,443.77	20.45	2,279.41	(623.18)	28.14
80-00-5760	WATER & SEWER	7,000.00	1,074.94	5,925.06	15.36	975.97	98.97	13.94
80-00-5780	CABLE TV	1,800.00	640.16	1,159.84	35.56	625.84	14.32	34.77
Net UTILITY		44,505.00	8,411.76	36,093.24	18.90	11,497.06	(3,085.30)	25.99
Repairs & Maintenance								
80-00-6020	BUILDING REPAIRS	4,000.00	1,255.40	2,744.60	31.39	0.00	1,255.40	0.00
80-00-6060	PLUMBING SYSTEMS REPAIR	4,205.00	0.00	4,205.00	0.00	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	0.00
Net Repairs & Maintenance		9,205.00	1,255.40	7,949.60	13.64	0.00	1,255.40	0.00
SUPPLIES								
80-00-7001	OFFICE SUPPLIES	1,000.00	16.23	983.77	1.62	67.27	(51.04)	6.73
80-00-7020	EQUIPMENT & FURNITURE	8,000.00	1,252.26	6,747.74	15.65	0.00	1,252.26	0.00
80-00-7040	CUSTODIAL SUPPLIES	1,000.00	59.98	940.02	6.00	15.92	44.06	1.59
80-00-7070	GROUND SUPPLIES	33,636.00	3,226.37	30,409.63	9.59	3,412.82	(186.45)	10.15
80-00-7090	BUILDING SUPPLIES	5,950.00	1,042.92	4,907.08	17.53	785.04	257.88	13.19
80-00-7100	FUEL	8,382.00	782.37	7,599.63	9.33	446.40	335.97	5.33
80-00-7140	VEHICLE PARTS	18,595.00	1,928.84	16,666.16	10.37	3,079.68	(1,150.84)	16.56
80-00-7520	CHEMICALS	22,858.00	2,646.00	20,212.00	11.58	3,447.00	(801.00)	15.08
80-00-7680	UNIFORMS	2,000.00	0.00	2,000.00	0.00	1,184.05	(1,184.05)	59.20
80-00-7700	FIRST AID SUPPLIES/PERS. PROTECT. EQUIP.	500.00	101.15	398.85	20.23	56.99	44.16	11.40
Net SUPPLIES		101,921.00	11,056.12	90,864.88	10.85	12,495.17	(1,439.05)	12.89
PROGRAM SUPPLIES								
80-00-7600	PROGRAM SUPPLIES	5,000.00	575.00	4,425.00	11.50	2,187.30	(1,612.30)	43.75
80-00-7600-1813	DRIVING RANGE SUPPLIES	12,000.00	3,820.48	8,179.52	31.84	9,053.92	(5,233.44)	75.45
Net PROGRAM SUPPLIES		17,000.00	4,395.48	12,604.52	25.86	11,241.22	(6,845.74)	66.12
MERCHANDISE SUPPLIES								
80-00-7620-1807	PRO SHOP	30,000.00	3,019.01	26,980.99	10.06	6,271.00	(3,251.99)	20.90
80-00-7620-1812	CONCESSION MERCHANDISE	47,500.00	6,837.33	40,662.67	14.39	9,571.41	(2,734.08)	19.05
Net MERCHANDISE SUPPLIES		77,500.00	9,856.34	67,643.66	12.72	15,842.41	(5,986.07)	19.75

GL NUMBER	PROJECT DESCRIPTION	2020 AMENDED BUDGET	YTD BALANCE 04/30/2020	AVAILABLE BALANCE	% BDGT USED	YTD BALANCE 04/30/2019	YTD BALANCE DIFF 04/30/2020 04/30/2019	PREV YEAR% BDGT USED
Capital								
80-00-8910	CAPITAL PURCHASES	40,000.00	0.00	40,000.00	0.00	0.00	0.00	0.00
Net Capital		40,000.00	0.00	40,000.00	0.00	0.00	0.00	0.00
TRANSFERS								
80-00-9910	OPERATING INTERFUND TRANSFERS	103,675.00	0.00	103,675.00	0.00	0.00	0.00	0.00
Net TRANSFERS		103,675.00	0.00	103,675.00	0.00	0.00	0.00	0.00
DEBT PAYMNETS								
80-00-9921	GO BONDS	124,625.00	0.00	124,625.00	0.00	0.00	0.00	0.00
Net DEBT PAYMNETS		124,625.00	0.00	124,625.00	0.00	0.00	0.00	0.00
Fund 80 - SUGAR CREEK GOLF COURSE:								
TOTAL REVENUES		1,070,452.00	177,223.56	893,228.44	16.56	234,575.39	(57,351.83)	21.56
TOTAL EXPENDITURES		1,070,328.00	150,708.04	919,619.96	14.08	160,755.78	(10,047.74)	14.23
NET OF REVENUES & EXPENDITURES		124.00	26,515.52	(26,391.52)	21,383.48	73,819.61	(47,304.09)	177.31