



The MISSION of the Yankton Department of Parks and Recreation is to enhance the quality-of-life (social, cultural, educational, and physical well-being) for the citizens of Yankton and the surrounding area through responsible, innovative, and cost-effective creation, maintenance, and management of high quality parks, facilities, programs, and community special events.

AGENDA
FOX RUN GOLF ADVISORY BOARD
Thursday, April 20, 2017
Fox Run Golf Course Clubhouse – 12:00 P.M.

I. ROUTINE BUSINESS

- A. Roll Call.
- B. Consideration of March 16, 2017 Minutes. (attachments)
- C. Public Appearances. Public appearances is a time for persons to address the Board on items not listed on the agenda.

II. NEW BUSINESS

- A. 2017 Budget Contingency for the Parks Department. The City has prepared a contingency budget for 2017. The contingency lists the 5% reduction amount and the 10% reduction amount for each division. The actual reductions shown total the 10% level. The total amount reduced is \$389,774 for the entire department. Later in the year, if the sales tax numbers improve, the Department could adjust the contingency down from the 10% level to the 5% level or less. The divisions of the department are Parks, Memorial Pool, Summit Activities Center/Recreation, Marne Creek Trails, Cemetery, and Golf Course. Please note the Golf budget reductions include funds from the Memorial Pool, Cemetery, and Parks Capital budgets totaling \$74,349. (attachments)
- B. Update on security cameras for cart sheds. Estimate for cost of installation of eight cameras with 4 in clubhouse and 4 for the cart sheds = approximately \$3,675. Costs of secure doors with access FOBS for the three private cart sheds is \$3,955.
- C. Year-to-Date Financials from City Software. (attachments)
- D. Simulator operations wrap-up for 2016-2017. Tom J.
- E. 2017 course events update. Pro-am updates. Tom J.
- F. Course conditions and projects. Rockie W.

III. OTHER BUSINESS

- A. Next Meeting Thursday, May 18, 2017.

IV. ADJOURN

The City of Yankton Fox Run Clubhouse is accessible to everyone. If you have any additional accommodation requirements, please call 668-5221.

Should you have any reason to believe an open meetings law has been violated please contact the Open Meetings Commission at the South Dakota Office of the Attorney General at: 1302 E. Hwy 14, Suite 1, Pierre, SD 57501-8501 or by phone at 605-773-3215.

MINUTES

FOX RUN GOLF ADVISORY BOARD

Thursday, March 16, 2017

Fox Run Golf Course Clubhouse – 12:00 P.M.

Routine Business

Roll Call:

Present: Terry Carda, Annette Kohoutek, Warren Erickson Steve Sager, Carll Kretsinger.

Absent: Kim Auch, Jake Hoffner.

Also present were Golf Operations Manager Tom Jeffers, Course Superintendent Rockie Wampol, Director of Parks and Recreation Todd Larson, and City Manager Amy Nelson.

Public Appearances: D. Sundleaf and K. Kittleson

Minutes:

February 16, 2017 minutes approved. Kohoutek motioned, Kretsinger second. Motion carried 5-0.

Old Business

A. None.

New Business

- A. Update on security cameras for cart sheds. Can trade-in current equipment for upgrade to eight camera system. Estimate for cost of installation of eight cameras 4 in clubhouse, 4 four cart sheds with wi-fi connection = approximately \$3,675. We have not researched costs of secure doors with access cards or codes. Can motion sensors be added to cameras? What about alarms for buildings' walk-in doors when locked? Carll is researching if golf cart keys can be re-wired with new ignition key to have private key versus company manufactured key. Hansen Lock & Key from in town did the door and key fob system at the ice arena- City should check with them on a system for cart sheds. Hand out one key fob per cart stored. Have costs for lost and replacement fobs. Should the City look at doing the minimal steps for security first before spending money to do the more intense security measures? Definitely signs to help keep people from doing things they don't want recorded on surveillance cameras.
- B. "C" cart shed security. City Street Department installed a gate for the "C" cart shed access drive. A dead-end sign will also be added to that driveway. Requested that reflectors be added to the gates so visible when light reflects on them. The board discussed what about winter season when people may still want to ride bicycles or use golf carts to access the clubhouse area. The current gate does not allow for this. The board also discussed if patron are staying late into the evening during the summer and if clubhouse staff closes everything up and closes the gate on the drive, then people on course with golf carts have no way to leave via that access road. Discussed having clubhouse staff stay on-site till all patrons have left. A board member felt the current gates sends the message that Fox Run is trying to keep people out of facility and is not very welcoming. Also doesn't think it looks appropriate for that neighborhood. The gate isn't friendly for those that want to use that access drive. The board discussed installing bollards to the east of the current cart shed storage area to stop vehicles from driving on to the

golf course while still allowing bikes and golf carts. The board also discussed leaving the current gate but adding an opening for bikes and golf carts so gate can be closed but not stop use by bikes and golf carts. Kohoutek motioned to leave the current gate in place and review the situation in four months to decide on a course of action. Carda second. Kohoutek and Carda voted Aye. Kretsinger, Erickson, and Sager voted Nay. Motion failed. Sager motioned to examine other options to stop car traffic across the course without using the gate that was installed. The motion died for lack of a second.

- C. Year-to-date financials from City Software. (attachment) Tom provided the course financials from the course software also. (attachment) Behind on course revenues compared to 2016. In 2017, there has been less outside golf to this point in the year. It equates to less people purchasing their season passes to this point along with less walk-up golf revenue. The positive in 2017 is there have been 10 new members added to the system. Pro-shop revenue is up year-to-date versus 2016. The same is true of food & beverage. This is positive with so much less golf having been played to this point. A new food & beverage menu was presented to the board. The bar and grill have now been named “The Den Bar & Grill.” Board members commented that the new menu is attractive, creative, fun, and on-point.
- D. Simulator operations update. The league was two weeks shorter this season. That has equated to less simulator revenue compared to last year. There was a fun night added for simulator leagues and it was well received. Discounted rates are being offered for simulator play this spring.
- E. Course event calendar for 2017. Preparing for league meetings at the end of March. The 2017 calendar is filling up with a lot of events which is good for the course financials.
- F. Course conditions and projects. Spring has been slow to arrive in 2017. Will use crushed asphalt to fill pot holes on the cart paths this spring. Will work with maintenance staff this summer to keep pot holes filled on cart paths. Two new fairway mowers were purchased for the course in 2017 (\$89,983 total with trade-in of three old fairway mowers).

Other Business

- A. Next Meeting Date – Thursday, April 20, 2017

Meeting Adjourned

- A. Kretsinger motioned, Carda second. Motion carried 5-0.

Department:	<u>201 Parks</u>
Total Budget for 2017:	<u>\$1,476,341</u>
5% reduction:	<u>\$73,817</u>
10% reduction:	<u>\$147,634</u>

To reach this level, need to examine 503 Parks
Capital budget for additional reductions

Line Item	Amount	Description of Reduction	Comments/Impacts to Services
201.201.350 Lawn Care Equip.	\$ 3,000	won't spend	push to 2018
201.201.350 Park furniture	\$ 6,000	won't spend	push to 2018
201.201.350 Trailer	\$ 2,221	Purchased 2 post-lift instead. \$5,000 was budgeted.	
201.201.350 Skid Loader auger drive	\$ 370	Purchased for \$1,830. \$2,200 budgeted	
201.201.202 Professional Services	\$ 30,000	do no studies/planning	
201.201.224 Central Garage	\$ 16,000	\$61,000 budgeted. Drop to \$45,000. Used \$38,000 last 2 years	
201.201.242 Recreation Supplies	\$ 10,000	\$20,000 budgeted. Drop to \$10,000.	Ball fields and Riverside Park would be irrigated in 2017. All other irrigation systems would be kept off for 2017.
201.201.274 Water	\$ 20,000	limit properties we water	
201.201.102 Temporary Wages	\$ 22,800	let part-time help go after reaching \$50,000 budget limit	burden would fall on full-time staff to keep all parks and green spaces maintained in late summer of 2017
Total	\$ 110,391		
	\$ 37,243	Still needed to reach 10% reduction	

Department:	<u>503 Parks Capital</u>
Total Budget for 2017:	<u>\$192,200</u>
5% reduction:	<u>\$9,610</u>
10% reduction:	<u>\$19,220</u>

\$ 37,243 Amount to reach 10% in Parks 201 budget

Line Item	Amount	Description of Reduction	Comments/Impacts to Services
503.541.321 Memorial Park Trail	\$ 45,000	push to 2018	
		\$12,000 budgeted, project	
503.541.321 Memorial Shelter Shingles	\$ 2,800	cost was \$9,200	
503.542.320 Sertoma Park sidewalk	\$ 7,900	push to 2018	Spent \$2,100 on new metal signs for Sertoma
		\$15,000 budgeted, project	
503.544.320 R'side Bathroom stone veneer	\$ 4,700	estimate is \$10,300	
503.549.361 Summer welcome banners	\$ 20,000	push to 2018	
		\$12,500 budgeted, project	
503.549.363 Bleachers	\$ 2,400	cost was \$10,100	
503.541.325 Tennis Court Resurfacing	\$ 25,000		
503.549.364 Commissioner Ideas from NLC	\$ 15,000		
Total	\$ 122,800		
	\$ 66,337	To be used in other divisions	
Would utilize \$34,464 for the 203 budget	\$ 34,464		
Would utilize \$31,873 for the 641 budget	\$ 31,873		
Remaining	\$ -		

Department:	<u>202 Memorial Pool</u>
Total Budget for 2017:	<u>\$230,312</u>
5% reduction:	<u>\$11,516</u>
10% reduction:	<u>\$23,031</u>

Line Item	Amount	Description of Reduction	Comments/Impacts to Services
202.202.223 Building Repairs	\$ 25,000	\$35,000 budgeted.	
202.202.350 Light Tower	\$ 10,000	The palm tree light towers do not handle our strong winds well - will not purchase	Depending on the pool task force efforts, if the current pool stays, we will need to find a different type of light pole in the future
202.202.350 Umbrella- Concessions A	\$ 6,000	would not purchase	Jim is concerned with what people would do to the umbrella when it is put down and tied shut each night at the close of operations and before it is rolled back up at the start of the next day
202.202.350 ADA Lift	\$ 4,000	push to 2018	We have one lift, so this would only be needed if we get any complaints about accessibility of current facility
Total	\$ 45,000		

\$ 21,969 To be used in other divisions

Utilize \$21,969 in the 641 budget \$ 21,969

Remaining \$ (0)

Department: 203 Summit Act. Center

Total Budget for 2017: \$791,342

5% reduction: \$39,567

10% reduction: \$79,134

Line Item	Amount	Description of Reduction	Comments/Impacts to Services
Misc. Repairs (100%C)	\$ 15,000		
Replace stainless steel doors (89%)	\$ 22,250	push to future year	
ADA Seating Football (40%)	\$ 2,000	push to future year	
Drinking fountains- Aux. Gym (15%)	\$ 1,500	school does not have in budget	
Drinking fountains- Main Gym (15%)	\$ 2,250	completed in 2016	
Roof Replacement (15%)	\$ 5,550	\$130,000 budgeted. Estimate for project \$93,000	
Replace wall in YCAH (1%)	\$ 120	completed in 2016	
Bleacher inspection-	\$ (4,000)	Wasn't originally in our budget for 2017- need to add in	
Total	\$ 44,670		
	\$ 34,464	Still needed to reach 10%	

Would utilize \$34,464 from 503. \$ 34,464

Department:	<u>204 Marne Creek</u>
Total Budget for 2017:	<u>\$209,861</u>
5% reduction:	<u>\$10,493</u>
10% reduction:	<u>\$20,986</u>

Line Item	Amount	Description of Reduction	Comments/Impacts to Services
204.204.224 Central Garage	\$ 3,500	\$7,000 budgeted.	Reduce to \$3,500 based on past three years actuals.
204.204.321 Trail Signage	\$ 14,000	won't spend	
204.204.350 Truck & snow blade	\$ 4,460	\$40,000 budgeted and actual expenditures less	
Total	\$ 21,960		

Department:	<u>621 Cemetery</u>
Total Budget for 2017:	<u>\$149,931</u>
5% reduction:	<u>\$7,497</u>
10% reduction:	<u>\$14,993</u>

Line Item	Amount	Description of Reduction	Comments/Impacts to Services
621.621.350 Aerator	\$ 10,000	would push to 2018	currently we do not have a small aerator at cemetery
621.621.350 Skid Steer w/ back hoe	\$ 27,000	would push to 2018	current skid steer is in good working condition
621.621.202 Professional Services	\$ (1,500)	District III mapping service moved into operational budget	
	Total \$ 35,500		

\$20,507 To be used in other divisions

Would utilize for 641 budget	\$20,507
Remaining funds	\$0

Department:	<u>641 Golf</u>
Total Budget for 2017:	<u>\$847,757</u>
5% reduction:	<u>\$42,388</u>
10% reduction:	<u>\$84,776</u>

Line Item	Amount	Description of Reduction	Comments/Impacts to Services
641.641.100 series	\$ 34,000	Budgeted for three full-time positions.	Only have two.
Fairway Mowers (2)	\$(38,000)	Spent \$38,000 more than budgeted	
Cart Shed video monitoring or Key Fob entry to cart sheds	\$ (4,000)	Not in original budget	Both of these projects would be \$4,000
Cart Paths	\$ 10,000	push to future year	Will upset the pass holders.
Cart Sheds Concrete	\$ 10,000	push to future year	
Would utilize \$21,969 in 202 budget	\$ 21,969		
Would utilize \$20,507 in 621 budget	\$ 20,507		
Would utilize \$31,873 in 503 budget	\$ 31,873		
Total	\$ 86,349		

04/18/17

Fox Run Golf Course
Statement of Revenues & Expenses

	01Mar2017 31Mar2017	01Mar2016 31Mar2016	01Jan2017 31Mar2017	01Jan2016 31Mar2016	Legal Budget
Direct Revenues:					
Concessions	2,519.88	4,933.27	7,115.61	6,172.28	155,880.00
Pro Shop	1,104.99	2,268.46	5,157.48	4,318.41	57,800.00
Course	61,725.19	104,629.10	126,721.66	188,108.29	469,500.00
	-----	-----	-----	-----	-----
Total Direct Revenues	65,350.06	111,830.83	138,994.75	198,598.98	683,180.00
Direct Expenses:					
Concessions	1,124.39	996.15	1,626.03	1,095.14	68,600.00
Pro Shop	376.49	1,628.19	2,955.98	7,504.26	38,000.00
Course	3,744.00	-----	3,744.00	-----	37,300.00
	-----	-----	-----	-----	-----
Total Direct Expenses	5,244.88	2,624.34	8,326.01	8,599.40	143,900.00
Add Beginning Inventory					
Less Ending Inventory					
Net Direct Income (Loss)					
Indirect Revenues -	(2.51)	.10	(2.66)	.20	600.00
Indirect Expenses:					
Personal Services	26,495.65	22,455.47	74,730.37	71,452.82	458,507.00
Insurance	5,392.55	-----	5,392.55	867.36	6,405.00
Professional Services	1,474.18	1,487.19	2,164.34	2,250.40	22,400.00
Advertising	137.50	2,293.55	507.34	2,318.75	8,500.00
Repair & Maintenance	1,615.21	3,000.33	4,757.44	6,336.75	52,500.00
Supplies & Materials	1,609.19	558.21	1,896.28	717.77	60,250.00
Travel, Conference & Dues	283.37	-----	568.37	255.00	3,650.00
Utilities	1,782.96	1,632.43	3,729.17	3,366.73	35,900.00
Billing and Administration	-----	33,670.00	-----	33,670.00	-----
Depreciation	4,218.78	5,128.69	12,656.34	15,386.07	55,745.00
	-----	-----	-----	-----	-----
Total Indirect Expenses	43,009.39	70,225.87	106,402.20	136,621.65	703,857.00
Net Operating Income	17,093.28	38,980.72	24,263.88	53,378.13	(163,977.00)
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Capital Outlay	98,870.00	8,985.00	98,870.00	19,185.00	77,000.00
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Fox Run Golf Course
Statement of Revenues

	01Mar2017 31Mar2017	01Mar2016 31Mar2016	01Jan2017 31Mar2017	01Jan2016 31Mar2016	Legal Budget
Concessions					
CASH Long	76.26	176.60	102.88	205.86	1,000.00
PREPARED FOOD	801.97	303.74	2,440.61	323.59	34,180.00
PRE-PACKAGED FOOD	121.67	439.54	259.33	506.99	10,700.00
BEER	1,165.75	3,106.11	3,452.73	4,036.61	85,000.00
BOTTLED POP	354.23	907.28	860.06	1,099.23	25,000.00
MISCELLANEOUS CONCESSIONS					
	-----	-----	-----	-----	-----
Total Concessions	2,519.88	4,933.27	7,115.61	6,172.28	155,880.00
Pro Shop					
GOLF BALLS	104.21	319.81	279.71	490.63	14,000.00
GLOVES	95.05	231.95	209.22	340.93	2,000.00
GOLF CAPS/VISORS	79.51	255.76	108.20	287.89	1,800.00
MERCHANDISE	240.20	401.05	658.33	458.03	12,500.00
MERCHANDISE NON-TAX					500.00
GOLF EQUIPMENT	205.03	829.92	2,737.84	2,046.17	12,500.00
MISCELLANEOUS MERCHANDISE					
CLUB REPAIRS	380.99	229.97	1,164.18	694.76	11,000.00
LESSONS					3,500.00
	-----	-----	-----	-----	-----
Total Pro Shop	1,104.99	2,268.46	5,157.48	4,318.41	57,800.00
Course					
SIMULATOR	564.13	885.53	4,698.29	5,048.50	6,000.00
SIMULATOR NON-TAXABLE		500.00		500.00	1,200.00
SEASON PASS	39,738.03	62,825.92	81,808.38	113,997.42	164,000.00
SEASON PASS NON-TAX		3,446.69		3,446.69	3,500.00
GREEN FEES-WEEKENDS/HOLIDAYS	958.55	1,949.46	1,059.01	1,949.46	45,000.00
GRREN FEES NON-TAX					6,500.00
GREEN FEES - WEEKDAYS	368.50	997.04	695.89	1,719.09	80,000.00
GOLF CAR RENTAL	4,222.19	7,734.28	8,525.10	10,575.41	65,000.00
GOLF CAR STORAGE (NON-TAX)	6,145.64	8,301.76	11,258.41	20,468.36	21,600.00
TRAIL FEES	7,075.20	11,406.98	12,779.19	21,485.11	29,000.00
PULL CART RENTAL	14.96	14.96	14.96	14.96	300.00
GOLF CLUB RENTAL					800.00
DRIVING RANGE	1,196.93	2,343.37	2,689.99	2,435.55	18,000.00
DRIVING RANGE NON-TAX		300.00		300.00	800.00
HANDICAPING	1,441.06	2,123.11	3,192.44	3,467.74	8,500.00
LEAGUES					
JUNIOR GOLF PROGRAM					4,000.00
GOLF CART WRAPS		1,800.00		2,700.00	15,300.00
LEAGUE SOFTWARE ADS					
	-----	-----	-----	-----	-----
Total Course	61,725.19	104,629.10	126,721.66	188,108.29	469,500.00
Total Direct Revenues	65,350.06	111,830.83	138,994.75	198,598.98	683,180.00
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04/18/17

Fox Run Golf Course
Statement of Expenditures

1

	01Mar2017 31Mar2017	01Mar2016 31Mar2016	01Jan2017 31Mar2017	01Jan2016 31Mar2016	Legal Budget
Concessions					
CASH SHORT	73.76	202.45	75.61	238.81	2,500.00
PREPARED FOODS	594.13	198.60	1,030.32	207.08	26,000.00
CANDY	53.65	98.75	53.65	98.75	4,000.00
BEER	322.35	285.95	385.95	310.80	27,000.00
POP	80.50	117.71	80.50	147.01	9,000.00
	-----	-----	-----	-----	-----
Total Concessions	1,124.39	996.15	1,626.03	1,095.14	68,600.00
Pro Shop					
GOLF BALLS	1,076.49		1,076.49	4,380.09	10,000.00
GLOVES					1,000.00
GOLF CAPS/VISORS				50.41	1,000.00
MERCHANDISE			402.50	32.44	10,000.00
GOLF EQUIPMENT	(700.00)	716.83	899.60	1,944.01	10,000.00
TRADE IN GOLF EQUIPMENT					
CLUB REPAIRS		911.36	577.39	1,097.31	6,000.00
	-----	-----	-----	-----	-----
Total Pro Shop	376.49	1,628.19	2,955.98	7,504.26	38,000.00
Course					
GOLF CAR RENTAL					26,000.00
REIMBURSEMENT-GOLF SHED RENTAL					
PULL CART RENTAL					
DRIVING RANGE	3,744.00		3,744.00		2,500.00
HANDICAPING					7,800.00
JUNIOR GOLF PROGRAM					1,000.00
GOLF CART WRAPS					
LEAGUE SOFTWARE ADS					
	-----	-----	-----	-----	-----
Total Course	3,744.00		3,744.00		37,300.00
Total Direct Expenditures	5,244.88	2,624.34	8,326.01	8,599.40	143,900.00
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