

TOWN OF BERLIN
Timberlin Golf Commission
230 Kensington Road • Berlin, CT 06037
Thursday, September 21, 2023
6:00 p.m.

Location for in person: Doc Mac Room

Topic: Golf Commission Meeting 9/21/23

Time: Sep 21, 2023 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86493384695?pwd=NDZrNi8vQzh0T1J4RVkxVFE0MHBLZz09>

Meeting ID: 864 9338 4695

Passcode: 715730

Via Telephone 929 205 6099

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **AUDIENCE OF CITIZENS**
4. **APPROVAL OF MINUTES:** Aug 18
5. **OLD BUSINESS**
6. **NEW BUSINESS**
 1. Bridge Update
 2. Prioritizing Improvement List
 3. Scheduling of Ordinance Meeting
 4. Golf Course Union Contract input
 5. Plaque on #5
 6. Acknowledgement to Men's Club for Soil Boxes
 7. Goosenator
 8. Timberlin Aug FY23 P&L
 9. Open Discussion
 10. Account Balances:
 - Tee sign account (\$5,578.56)
 - CIP Budget balance (\$33,912.10), encumbrances (\$2,820.97)
 11. Reports:
 - Directors Report, to be given at meeting
 - Golf Pro Report, to be given at meeting
 - Superintendent Report
7. **ADJOURNMENT**

1. Course redesign:

Rework/Remove some bunkers

Cart path replacement

Hole 2 on left – plan & irrigation

Actual plan for area between 5&6

Rework cart path on 5 to the right side of the tee box

Publish phase in plan for range – possible canopy/bunkers

Determine use of bottom tee on 17 and construct safe passage for use if keeping it

Practice chipping area by old tennis courts

Fix path area between 16 & 17

2. Reserve for irrigation replacement:

Additional Irrigation for dry areas on course

3. New Club house and restaurant:

take down tent and make permanent structure

develop phase in plan and time line

Remodel bathrooms

Patio for dinning by upper green

Replace tent with all season building

4. Cart Barn to store electric carts and allow for GPS screens on carts – 2023 cart lease added GPS?

5. Build shed to store tables and chairs – purchase instead of build?

6. Bridge replacement – LOCIP in Fall 2023?

7. Replace/Update equipment – list, priority

8. Electric carts with GPS – next contract for electric, 2023 carts have GPS?

Maintain reeds on a regular basis - once a year is unacceptable

Level the tee boxes

Net on 18 to prevent range balls from going on 18th green/bunker and parking lot

Clean course of tree cuttings – 17 is not a waste area

Fix fountain on 15

Maintain safe passage on bridges from overgrown brush/weeds/poison Ivy

Fix blacktop by Pro Shop and lower area & upper lot

Actual Red forward tees – not just by Gold

FY24- BUDGET VS ACTUAL for 8/31/23
GENERAL FUND - EXPENSE

DEPT/ACCOUNT	DESCRIPTION	BUDGET			Aug EXPENSE	YTD		ENCUM	ENCUM+EXP	BALANCE	REMAIN.	%
		ADOPTED	AMENDS	AMENDED		EXPENSE	EXPENSE					
2543 - Golf Course												
51 Wages-Salaries												
001.25.2543.0.51100.00000	Department Head	75,000	2,625	77,625	5,971	11,942	0	11,942	65,683	84.6%		
001.25.2543.0.51125.00000	Mid-Managers Personnel	103,041	0	103,041	8,707	17,190	0	17,190	85,851	83.3%		
001.25.2543.0.51135.00000	Blue Collar Personnel	200,772	0	200,772	18,090	30,918	0	30,918	169,854	84.6%		
001.25.2543.0.51160.00000	Strtrs, Rngrs, Golf Carts	139,776	0	139,776	18,525	33,520	0	33,520	106,256	76.0%		
001.25.2543.0.51305.00000	Commission Secretaries	1,625	0	1,625	100	200	0	200	1,425	87.7%		
001.25.2543.0.51400.00000	Overtime	31,226	0	31,226	445	2,778	0	2,778	28,448	91.1%		
001.25.2543.0.51510.00000	Part time & Summer Help	50,000	0	50,000	9,582	16,971	0	16,971	33,030	66.1%		
001.25.2543.0.51805.00000	Longevity	3,300	0	3,300	0	0	0	0	3,300	100.0%		
Wages-Salaries Total		604,740	2,625	607,365	61,419	113,519	0	113,519	493,846	81.3%		
52 Fringe Benefits												
001.25.2543.0.52010.00000	Worker's Compensation	21,594	0	21,594	2,498	4,615	0	4,615	16,979	78.6%		
001.25.2543.0.52100.00000	Social Security	46,379	201	46,580	4,525	8,350	0	8,350	38,230	82.1%		
001.25.2543.0.52110.00000	Unemployment Compensation	17,500	0	17,500	0	0	17,500	17,500	0	0.0%		
001.25.2543.0.52200.00000	Pension	32,460	263	32,723	2,435	4,450	0	4,450	28,273	86.4%		
001.25.2543.0.52220.00000	Insurance, Life, Disability	2,007	22	2,029	122	244	1,763	2,007	22	1.1%		
001.25.2543.0.52235.00000	Health Insurance	92,772	0	92,772	0	92,052	0	92,052	720	0.8%		
001.25.2543.0.52300.00000	Uniforms	7,000	0	7,000	223	362	4,098	4,460	2,540	36.3%		
Fringe Benefits Total		219,712	486	220,198	9,804	110,073	23,360	133,434	86,764	39.4%		
53 Professional/Technical												
001.25.2543.0.53102.00000	Electricity	71,105	0	71,105	10,246	10,246	34,164	44,410	26,695	37.5%		
001.25.2543.0.53105.00000	Natural Gas	22,500	0	22,500	2,119	2,119	19,331	21,450	1,050	4.7%		
001.25.2543.0.53106.00000	Vehicle Fuel	51,750	0	51,750	3,039	3,536	30,097	33,633	18,117	35.0%		
001.25.2543.0.53201.00000	Supplies	4,500	0	4,500	106	106	1,319	1,425	3,075	68.3%		
001.25.2543.0.53202.00000	Irrigation	22,500	0	22,500	6,178	6,178	15,087	21,265	1,235	5.5%		
001.25.2543.0.53208.00000	Equipment	10,000	(1,337)	8,663	353	353	1,448	1,801	6,862	79.2%		
001.25.2543.0.53219.00000	Operating Materials	7,500	0	7,500	881	881	3,494	4,375	3,125	41.7%		
001.25.2543.0.53233.00000	Auto Parts	35,500	0	35,500	4,125	6,575	9,450	16,025	19,475	54.9%		
001.25.2543.0.53241.00000	Sand & Stone	13,000	0	13,000	2,692	2,692	4,808	7,500	5,500	42.3%		
001.25.2543.0.53243.00000	Fertilizer, Seed, Chem.	130,000	0	130,000	1,782	123,255	850	124,105	5,896	4.5%		
001.25.2543.0.53510.00000	Golf Pro Contr. Serv.	30,000	0	30,000	5,034	5,102	11,151	16,253	13,747	45.8%		
001.25.2543.0.53603.00000	Golf Cart Lease	90,000	0	90,000	0	45,000	45,000	90,000	0	0.0%		
001.25.2543.0.53730.00000	Insurance	78,750	1,337	80,087	73,207	73,207	6,880	80,087	0	0.0%		
001.25.2543.0.53813.00000	Computer Support	17,120	0	17,120	32,289	7,195	21,583	28,778	3,511	10.9%		
001.25.2543.0.53823.00000	Refuse Disposal	7,890	0	7,890	660	1,320	6,628	7,948	9,172	53.6%		
001.25.2543.0.53902.00000	Telephone	4,000	0	4,000	572	572	6,289	6,861	1,029	13.0%		
001.25.2543.0.53917.00000	Water & Sewer	14,641	0	14,641	264	355	2,059	2,414	1,566	39.7%		
001.25.2543.0.53932.00000	Waterways Treatment	6,000	0	6,000	0	0	1,925	1,925	5,741	39.2%		
001.25.2543.0.53940.00000	Advertising	10,000	0	10,000	0	0	0	0	4,075	67.9%		
001.25.2543.0.53941.00000	Bank charges	33,241	0	33,241	2,834	6,744	0	6,744	10,000	100.0%		
001.25.2543.0.53944.00000	Organizational Fees	2,000	0	2,000	0	902	235	1,137	26,497	79.7%		
001.25.2543.0.53945.00000	Training	300	0	300	0	0	0	0	863	43.2%		
001.25.2543.0.53950.00000	Internet Service	11,762	0	11,762	368	783	2,584	3,367	8,395	71.4%		
Professional/Technical Total		706,348	0	706,348	114,460	297,118	233,284	530,403	175,945	24.9%		
Golf Course Total		1,530,800	3,111	1,533,911	185,683	520,711	256,645	777,356	756,555	49.3%		

Timberlin Golf Course Financial Results
YTD AUGUST

FY 2023-24

(Does not include indirect cost of Town staff providing services that would otherwise be purchased by Timberlin)

	FY 2024			FY 2023			FY24 to FY23		NOTES
	Budget	YTD Act	% of Budget	Budget	YTD Act	% of Budget	Variance to Budget		
Revenue:									
Daily Passes (Greens Fees)	\$814,918	\$233,797	28.7%	\$757,110	\$224,854	29.7%	-1.0pp		
Season Passes	\$205,578	\$515	0.3%	\$186,625	\$0	0.0%	0.3pp		
Golf Carts	\$476,693	\$143,120	30.0%	\$388,474	\$138,322	35.6%	-5.6pp		
Driving Range	\$20,000	\$6,290	31.5%	\$0	\$0	N/A	N/A	In new Pro contract (Jan 23) Town retains this revenue	
Restaurant Rent	\$47,600	\$9,660	20.3%	\$47,600	\$9,427	19.8%	0.5pp		
Golf Pro Rent	\$0	\$0	N/A	\$2,770	\$346	12.5%	N/A	Jan 23 Pro contract removed this charge	
	\$1,564,789	\$393,382	25.1%	\$1,382,579	\$372,949	27.0%	-1.8pp		
Expenditure:									
Wages/Salaries	\$604,740	\$113,519	18.8%	\$536,642	\$88,182	16.4%	-2.3pp	Staffing changes made in December 2022	
Fringe Benefits	\$219,712	\$110,073	50.1%	\$158,327	\$66,879	42.2%	-7.9pp	Staffing changes made in December 2022	
53102 - Electricity	\$71,105	\$10,246	14.4%	\$60,156	\$13,277	22.1%	7.7pp		
53105 - Natural Gas	\$22,500	\$2,119	9.4%	\$26,428	\$1,728	6.5%	-2.9pp		
53106 - Vehicle Fuel	\$51,750	\$3,536	6.8%	\$37,265	\$6,552	17.6%	10.7pp		
53201 - Supplies	\$4,500	\$106	2.3%	\$3,235	\$34	1.1%	-1.3pp		
53202 - Irrigation Materials	\$22,500	\$6,178	27.5%	\$34,514	\$5,450	15.8%	-11.7pp		
53208 - Equipment (New)	\$8,663	\$353	4.1%	\$7,500	\$0	0.0%	-4.1pp		
53219 - Operating Materials	\$7,500	\$881	11.7%	\$7,500	\$0	0.0%	-11.7pp		
53233 - Auto Parts	\$35,500	\$6,575	18.5%	\$30,000	\$2,959	9.9%	-8.7pp		
53241 - Sand & Stone	\$13,000	\$2,692	20.7%	\$10,000	\$830	8.3%	-12.4pp		
53243 - Fertilizer, Seed, Chem.	\$130,000	\$123,255	94.8%	\$120,000	\$111,773	93.1%	-1.7pp		
53245 - Maintenance & Repair	\$30,000	\$5,102	17.0%	\$27,500	\$2,485	9.0%	-8.0pp		
53501 - Pro share of cart rev.	\$0	\$0	N/A	\$15,133	\$4,004	26.5%	N/A	Jan 23 Pro contract removed this charge	
53510 - Golf Pro Contr. Serv.	\$90,000	\$45,000	50.0%	\$115,820	\$70,820	61.1%	11.1pp		
53603 - Golf Cart Lease	\$80,087	\$73,207	91.4%	\$52,741	\$52,741	100.0%	8.6pp		
53730 - Insurance	\$32,289	\$7,195	22.3%	\$37,664	\$37,664	100.0%	77.7pp	Timing - FY23 pd in August, FY24 pd quarterly	
53813 - Computer Support	\$17,120	\$1,320	7.7%	\$8,000	\$0	0.0%	-7.7pp		
53823 - Refuse Disposal	\$7,890	\$572	7.2%	\$6,861	\$572	8.3%	1.1pp		
53902 - Telephone	\$4,000	\$355	8.9%	\$2,000	\$164	8.2%	-0.7pp		
53917 - Water & Sewer	\$14,641	\$0	0.0%	\$13,310	\$0	0.0%	0.0pp		
53932 - Waterways Treatment	\$6,000	\$0	0.0%	\$10,000	\$0	0.0%	0.0pp		
53940 - Advertising	\$10,000	\$0	0.0%	\$8,500	\$0	0.0%	0.0pp		
53941 - Bank charges	\$33,241	\$7,143	21.5%	\$33,496	\$7,743	23.1%	1.6pp		
53944 - Organizational Fees	\$2,000	\$902	45.1%	\$650	\$220	33.8%	-11.3pp		
53945 - Training	\$300	\$0	0.0%	\$300	\$0	0.0%	0.0pp		
53950 - Internet Service	\$11,762	\$783	6.7%	\$5,881	\$991	16.8%	10.2pp		
Capital Items	\$0	\$0	N/A	\$0	\$0	N/A	N/A		
	\$1,530,800	\$521,110	34.0%	\$1,369,423	\$475,065	34.7%	0.6pp		
NET INCOME	\$33,989	(\$127,728)	-375.8%	\$13,156	(\$102,116)	-776.2%	400.4pp		

Director of Golf Report

September 21, 2023

30-Day Recap of Operations and Benchmarks

- We had a decent month of operations for the Golf Course and Driving Range.
- The Golf Course lost Mila, Braden, Matt, Josh, Joey, and Jonah to school. They were tremendous help throughout the season and were very nice young adults to have around. They were all told that they are welcome to come back next season.
- We were able to hire two new staff members. Alannah will be in the Golf Shop counter. She has been through training and has begun to work shifts on her own. Nick just started his training program. Nick will work with carts, as a starter, or in the Golf Shop.
- The Men's Club donated a divot bottle container and 4 divot mix buckets for each of the par 3 tee box. The divot bottle container is located next to the water fountain by the starter shack.

Looking Ahead/Goals

- Continue to work with Golf Commission on new, innovative ways to increase play and revenues.
- Working with Jerry and rest of maintenance crew to pay attention to small details such as cup cutting, green speed, rough length, and divot mix program.
- Get consistency with pace of play during normal play and for tournaments.