

ROLL CALL:



POKEGAMA GOLF COURSE BOARD MEETING AGENDA

Tuesday, December 17, 2024 7:30 AM

CALL TO ORDER: Pursuant to due notice and call thereof, a Regular Meeting of the Pokegama Golf Course Board will be held on Tuesday, December 17, 2024 at 7:30 AM at Pokegama Golf Course, 3910 Golf Course Road, Grand Rapids, Minnesota.

PUBLIC INPUT:
SETTING THE AGENDA: (This is an opportunity to approve the regular agenda as presented or add/delete an Agenda item by a majority vote of the Board members present.)
APPROVE MINUTES:
1. Approve Golf Board meeting minutes for Tuesday, November 19, 2024.
CLAIMS AND FINANCIAL STATEMENTS:
2. Approve payment for claims.
VISITORS:
REPORTS:
BUSINESS:
CORRESPONDENCE AND OPEN DISCUSSION:
ADJOURN:





POKEGAMA GOLF COURSE BOARD MEETING MINUTES

Tuesday, November 19, 2024 8:00 AM

Chair McDonald called the meeting to order at 8:00 am.

PRESENT: Member Rick McDonald, Member John Bauer, Member John Ryan, Member Tom Lagergren, Member Deb Godfrey.

STAFF: Tom Beaudry, Steve Ross

PUBLIC INPUT:

No one from the public was present.

SETTING THE AGENDA: (This is an opportunity to approve the regular agenda as presented or add/delete an Agenda item by a majority vote of the Board members present.)

Motion made by Member Lagergren, Second by Member Bauer to approve the agenda as presented. Voting Yea: Member McDonald, Member Bauer, Member Ryan, Member Lagergren, Member Godfrey

APPROVE MINUTES:

1. Consider approval of the October 15, 2024 regular meeting minutes.

Motion made by Member Ryan, Second by Member Godfrey to approve minutes for October 15, 2024 as presented. Voting Yea: Member McDonald, Member Bauer, Member Ryan, Member Lagergren, Member Godfrey

CLAIMS AND FINANCIAL STATEMENTS:

2. Consider approval of claims in the amount of \$87,092.21.

Mr. Beaudry provided update on status of dock insurance claim and cost information relative to work inside the clubhouse facility.

Motion made by Member Bauer, Second by Member Lagergren to approve the claims and financials as presented. Voting Yea: Member McDonald, Member Bauer, Member Ryan, Member Lagergren, Member Godfrey

REPORTS:

Steve Ross provided maintenance report including:

- * Planned tree removal work of approximately 20 25 trees
- * Status of course closed up for season
- * Looking into pricing for extra spray treatment for greens
- * One Trackman set up is complete, second will be completed soon with plans to have open to the public by Friday, November 29, 2024.
- * Still reviewing irrigation plan layout including ideas for funding. Estimated timeframe if system was ordered in early 2025, delivery and installation would likely be in 2026.

Tom Beaudry, Director of Golf, is currently on vacation until November 25th. The newsletter for the course went out a week prior.

BUSINESS:

3. Consider approval of the concessionaire contract renewal with the following changes:

Amend page 3 payment to read \$20 and hour for each simulator in use and the rate is to increase 3% every third year beginning December 1, 2027.

Amend page 6 to remove the duties of snow removal.

Mr. Beaudry reviewed the proposed amendments to the concessionaire agreement with Pokegama Grill and recommended approval from the board and forwarding to the City Council for approval.

Motion made by Member Bauer, Second by Member Lagergren to approve concessionaire amendments and forward to City Council for contract approval. Voting Yea: Member McDonald, Member Bauer, Member Ryan, Member Lagergren, Member Godfrey

4. Consider approval of the updated job description for contract employees.

Review of updated job description for Starter/Ranger contract employees, including exhibit A.

Motion made by Member Ryan, Second by Member Godfrey to approve updated Starter/Ranger Job Description with Exhibit A. Voting Yea: Member McDonald, Member Bauer, Member Ryan, Member Lagergren, Member Godfrey

- 5. Consider entering into a cart storage agreement with 214 Properties, LLC for 2024/2025.
- 6. Consider approving the 2025 budget.

Mr. Beaudry discussed proposed budget, identifying differences between 2024/2025. City Council will finalize budgets in December.

Motion made by Member Lagergren, Second by Member Bauer to approve the proposed 2025 budget and recommend to the City Council. Voting Yea: Member McDonald, Member Bauer,

Member Ryan, Member Lagergren, Member Godfrey

7. 100 year celebration committee discussion.

Discussed current volunteers, including Bob Cahill and John Kelsch, for the planning committee. Also considered focus and fundraising. Board Member Bauer volunteered to join the planning committee. No action required at this time.

CORRESPONDENCE AND OPEN DISCUSSION:

No correspondence is noted.

The next meeting will be held on December 17, 2024 at 7:30 am.

Motion made by Member Bauer, Second by Member Lagergren to adjourn the meeting at 8:53 am. Voting Yea: Member McDonald, Member Bauer, Member Ryan, Member Lagergren, Member Godfrey

Respectfully submitted:

Kimberly Gibeau Kimberly Gibeau, City Clerk

Item 2.

DATE: 12/13/2024 TIME: 08:22:07 ID: AP443GR0.WOW CITY OF GRAND RAPIDS PAGE: 1 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 12/17/2024

	INVOICES DUE ON/BEFORE 12/11/2024	
VENDOR #	NAME	AMOUNT DUE
POKEGAMA GOLF COURS	E	
0718010 0718060	ANY WAY YOU WANT IT MOVING & VESTIS GROUP INC BURGGRAF'S ACE HARDWARE CLUB PROPHET SYSTEMS COLE HARDWARE INC CITY OF GRAND RAPIDS GRAND RAPIDS HERALD REVIEW L&M SUPPLY MIDWAY REPAIR MINNESOTA TORO NORTHLAND PORTABLES ROSS GOLF COURSE ST ANDREWS PRODUCTS TRU NORTH ELECTRIC LLC UNITED STATES GOLF ASSOCIATION	31.64 186.69 256.50 5,215.50 2,296.14 374.77 175.00
	TOTAL UNPAID TO BE APPROVED IN THE SUM OF:	\$21,488.96
CHECKS ISSUED-PRIOR PRIOR APPROVAL 0100053 0301530 0718015 1305725 1309335 1516220 1621130 2209665 2301700 T0000008 T001544	AT&T MOBILITY CANON FINANCIAL SERVICES, INC GRAND RAPIDS CITY PAYROLL METROPOLITAN LIFE INSURANCE CO MINNESOTA REVENUE OPERATING ENGINEERS LOCAL #49 P.U.C. VISA WM CORPORATE SERVICES, INC CHARLES ROSKOSKI	44.88 45.48 18,966.33 69.37 2,290.51 3,364.00 1,744.78 25.00 487.05 200.00 200.00

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$27,437.40

TOTAL ALL DEPARTMENTS \$48,926.36

Item 2.

1

DATE: 12/13/24 CITY OF GRAND RAPIDS TIME: 08:17:17

ID: AP441000.WOW

DETAIL BOARD REPORT

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0100053 AT&T MOBILIT	Ϋ́							
G	11/18/24	01	GC NOV CELL SERVICE	999-99-00-00-1000 HOLDING ACCOUNT			12/17/24	44.88
				HOLDING MCCOONI		INVOICE VENDOR T	-	44.88 44.88
0114900 ANY WAY YOU	WANT IT MO	OVING	&					
135314-G	11/30/24	01	RENTAL-50FT CONTAINER SPECIAL	613-00-50-30-4025 GOLF SIMULATOR EX			12/17/24	60.00
		02	MNSTX #PGC	613-00-50-30-4025	20243620			4.13
				GOLF SIMULATOR EA.	GOLF SIMULATOR EXPENSES		TOTAL:	64.13 64.13
0118100 VESTIS GROUP	INC							
2630355356-G	11/13/24	01	MOPS/SHOP TOWELS	613-00-50-30-3070 LAUNDRY/SOIL MATS			12/17/24	150.36
		02	MNSTX #35021800	613-00-50-30-3070 LAUNDRY/SOIL MATS	20243414			10.34
				HAUNDRIY BOIL MAIS		INVOICE VENDOR T	-	160.70 160.70
0221650 BURGGRAF'S A	CE HARDWAI	RE						
398643-G	11/20/24	01	398643 PROTECTOR ELECT CORD15'	613-00-50-30-4025 GOLF SIMULATOR EX			12/17/24	39.99
		02	MNSTX #136267	613-00-50-30-4025 GOLF SIMULATOR EX	20243473			2.75
				GOLF SIMULATOR EX.	FENSES	INVOICE VENDOR T		42.74 42.74
0301530 CANON FINANC	LIAL SERVI	CES,	INC					
G	11/18/24	01	GC NOV COPIER LEASE	999-99-00-00-1000 HOLDING ACCOUNT			12/17/24	45.48
				MOLDING ACCOUNT		INVOICE VENDOR T		6 48

DATE: 12/13/24 TIME: 08:17:17

TIME: 08:17:17 DETAIL BOARD R
ID: AP441000.WOW

CITY OF GRAND RAPIDS DETAIL BOARD REPORT

Item 2. 2

......

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0312705 CLUB PROPHET	SYSTEMS							
INV2711806-G	12/01/24	01	MONTHLY POS EXPRESS DEC 2024	613-00-50-30-4330			12/17/24	153.00
		02	MONTHLY CPS DATA CENTR HOSTING		20243514			127.50
		03	MONTHLY CPS ONLINE RESERVATION		20243514			76.50
		04	MONTHLY TEE SHEET	DUES & SUBSCRIPTION 613-00-50-30-4330	20243514			76.50
		05	MONTHLY ADDTL USER-POS	DUES & SUBSCRIPTION 613-00-50-30-4330	20243514			40.80
		06	MONTHLY ADDTL USER-ADMIN	DUES & SUBSCRIPTION 613-00-50-30-4330	20243514			20.40
		07	MONTHLY WEB STORE FEE	DUES & SUBSCRIPTION 613-00-50-30-4330	20243514			50.00
		08	MO ACCOUNTING GL INTERFACE	DUES & SUBSCRIPTION 613-00-50-30-4330				50.00
				DUES & SUBSCRIPTION	ONS	INVOICE T	OTAL:	594.70
						VENDOR TO	TAL:	594.70
0315455 COLE HARDWAR	E INC							
125042-G	11/19/24	01	120542 6MM X 16MM 1P PH MCHN S	613-00-50-20-2210 EOUIPMENT PARTS	20243419		12/17/24	2.94
		02	63135 6MM X 12MM 1.00 PITCH	613-00-50-20-2210 EOUIPMENT PARTS	20243419			2.94
		03	BOLTS/NUTS/WASHERS	613-00-50-20-2210	20243419			1.08
		04	MNSTX #1000150	EQUIPMENT PARTS 613-00-50-20-2210	20243419			0.48
				EQUIPMENT PARTS		INVOICE T VENDOR TO		7.44 7.44
0718010 CITY OF GRAN	ID RAPIDS							
24/563-G	11/22/24	01	24/563 2024 ACCOUNTING FEE	613-00-50-30-3010	20243471		12/17/24	6,375.00
				AUDITING/ACCOUNTIN	NG SERVIC	INVOICE T	OTAL:	6, 7 00

DATE: 12/13/24 CITY OF GRAND RAPIDS TIME: 08:17:17

ID: AP441000.WOW

DETAIL BOARD REPORT

3 Item 2.

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT				
0718010 CITY OF GRAN	ID RAPIDS											
24/566-G	11/22/24	01	24/566 24 GOLF PASS ADMIN FEE				12/17/24	3,000.00				
				AUDITING/ACCOUNTIN	NG SERVI		TOTAL:	3,000.00				
24/569-G	11/20/24	01	24/569 IT FEES JAN-DEC 2024	613-00-50-30-4020 COMPUTER MAINTENAN		1	12/17/24	1,100.00				
				COM OTER MINIMA	VCL		TOTAL:	1,100.00 10,475.00				
0718015 GRAND RAPIDS	CITY PAY	ROLL										
G	11/01/24	01	GC PAYROLL 11/1/24	999-99-00-00-1000			12/17/24	10,960.12				
		02	GC PAYROLL 11/15/24	HOLDING ACCOUNT 999-99-00-00-1000 HOLDING ACCOUNT				8,006.21				
				HOLDING ACCOUNT			TOTAL:	18,966.33 18,966.33				
0718060 GRAND RAPIDS	HERALD RI	EVIEW										
187342-G	12/05/24	01	ASST GOLF PROFESSIONAL AD 12X	613-00-50-30-3510 PUBLISHING & ADVER		1	12/17/24	1,404.00				
					PUBLISHING & ADVERTISING		TOTAL:	1,404.00 1,404.00				
1200500 L&M SUPPLY												
12123198-G	11/25/24	01	12123198 UHW SNOW PUSHER 30"	613-00-50-20-2150		5	12/17/24	54.95				
		02	QUIK MELT 50LB -25DEG ICE MELT	MAINT/EQUIPMENT SUPPLIES 613-00-50-20-2150 20243486	0-20-2150 20243486	613-00-50-20-2150 20243486	00-50-20-2150 20243486			25.98		
		03	ULTRA ALLERGEN 20X20X1 FILTER		613-00-50-20-2150 20243486		~		513-00-50-20-2150 20243486		5	
		04	MNSTX #1000002171	613-00-50-20-2150 MAINT/EQUIPMENT SU	2024348	5		8.31				
				. ~	-	INVOICE	TOTAL:	8 22				

DATE: 12/13/24 TIME: 08:17:17 CITY OF GRAND RAPIDS DETAIL BOARD REPORT

ID: AP441000.WOW

DETAIL BOARD REPOR

Item 2. 4

	INVOICE DATE		DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1200500 L&M SUPPLY								
12124877-G	11/26/24	01	12124877 VELCRO 2"X15' IND ST			б	12/17/24	69.98
		02	MNSTX #1000002171	GOLF SIMULATOR EXECUTED SIMULATO	2024348	6		4.81
							TOTAL: FOTAL:	74.79 204.01
1305725 METROPOLITAN	LIFE INSU	JRANC	E CO					
G	11/12/24	01	GC NOV LIFE/SUPP INS PREM	999-99-00-00-1000 HOLDING ACCOUNT			12/17/24	69.37
				HOLDING ACCOUNT			TOTAL: TOTAL:	69.37 69.37
1309039 MIDWAY REPAI	R							
897274-G	10/03/24	01	494511S AIR	613-00-50-20-2210 EOUIPMENT PARTS	2024361	9	12/17/24	18.90
		02	492889 PRE	613-00-50-20-2210 EOUIPMENT PARTS	2024361	9		10.70
		03	MNSTX #PGC	613-00-50-20-2210 EQUIPMENT PARTS	2024361	9		2.04
							TOTAL: FOTAL:	31.64 31.64
1309335 MINNESOTA RE	VENUE							
G	11/20/24	01	GC OCT SALES & USE TAX	999-99-00-00-1000 HOLDING ACCOUNT			12/17/24	2,290.51
				HOLDING MCCOON!			TOTAL: FOTAL:	2,290.51 2,290.51
1309355 MINNESOTA TO	RO							
1456815-00-G	11/26/24	01	1426815-00 119-4151 SCREW-BEDK	613-00-50-20-2210 EQUIPMENT PARTS	2024350	0	12/17/24	156.00

DATE: 12/13/24 CITY OF GRAND RAPIDS TIME: 08:17:17

ID: AP441000.WOW

DETAIL BOARD REPORT

5 Item 2.

INVOICE VENDOR #	#	INVOICE DATE	ITEM #	DESCRIPTION	"	P.O. #	PROJECT	DUE DATE	ITEM AMT
1309355	MINNESOTA T	CORO							
1456815-	00-G	11/26/24	02	FREIGHT	613-00-50-20-2210	20243500		12/17/24	18.68
			03	MNSTX #161280	EQUIPMENT PARTS 613-00-50-20-2210 EQUIPMENT PARTS	20243500			12.01
					EQUIFMENT FARTS		INVOICE VENDOR T	TOTAL:	186.69 186.69
1415544	NORTHLAND I	PORTABLES							
29580-G		10/02/24	01	29580 PRVT RROOM PUMP/CLN/RSTK	613-00-50-30-3090 JANITORIAL SERVICE			12/17/24	120.00
			02	MNSTX #PGC	613-00-50-30-3090 20243509 JANITORIAL SERVICE				8.25
					Omvitoring blavior	_	INVOICE	TOTAL:	128.25
29803-G		10/23/24	01	29803 PRVT RROOM PUMP/CLN/RSTK	613-00-50-30-3090 JANITORIAL SERVICE			12/17/24	120.00
			02	MNSTX #PGC	613-00-50-30-3090 JANITORIAL SERVICE	20243509			8.25
						_	INVOICE VENDOR T	TOTAL:	128.25 256.50
1516220	OPERATING E	INGINEERS LO	OCAL :	#49					
G		11/12/24	01	GC DEC HEALTH INS PREM	999-99-00-00-1000 HOLDING ACCOUNT			12/17/24	3,364.00
					HOLDING ACCOUNT			TOTAL:	3,364.00 3,364.00
1621130	P.U.C.								
G		11/18/24	01	GC OCT UTILITIES	999-99-00-00-1000 HOLDING ACCOUNT			12/17/24	1,744.78
					NOIDING ACCOUNT		INVOICE VENDOR T	TOTAL: 'OTAL:	1,744.78 1,744.78
									10

DATE: 12/13/24 CITY
TIME: 08:17:17 DETAI

ID: AP441000.WOW

CITY OF GRAND RAPIDS DETAIL BOARD REPORT

Item 2. 6

INVOICE # VENDOR #	INVOICE DATE	ITEM # 		ACCOUNT # P.		PROJECT	DUE DATE	ITEM AMT						
1815711 ROSS GOLF	COURSE													
JAN2025-G	12/17/24	01	JAN 2025 PRE-PAID MNT SERV CON	613-00-00-00-1550 20 PREPAID EXPENSES	0243690		12/17/24	5,215.50						
							TOTAL: OTAL:	5,215.50 5,215.50						
1901315 ST ANDREWS	S PRODUCTS													
68922-G	07/12/24	01	101-16315 PENCIL DK GREEN W/O	613-00-50-20-2100 20 OPERATING SUPPLIES	0243696		12/17/24	40.20						
		02	FREIGHT	613-00-50-20-2100 20243696 OPERATING SUPPLIES				18.31						
				OTHERTING BOTTLIES		INVOICE	TOTAL:	58.51						
69057-71748-G	08/13/24	01	194-07044 PENCIL DARK GREEN HE	613-00-50-20-2100 20 OPERATING SUPPLIES	0243697		12/17/24	361.50						
		02	HANDLING & FREIGHT	613-00-50-20-2100 20243697 OPERATING SUPPLIES	0243697			31.37						
				OLDINATING BUILDIES		INVOICE	TOTAL:	392.87						
84760-G	12/09/24	01	BAG TAG CRYSTAL 4-1/2 X 3-1/2	613-00-50-30-3510 20 PUBLISHING & ADVERTI			12/17/24	1,750.00						
		02	ROYAL BLUE BACKGROUND W/CHANN	613-00-50-30-3510 20 PUBLISHING & ADVERTI	0243663			94.76						
						INVOICE VENDOR T	TOTAL: OTAL:	1,844.76 2,296.14						
2018680 TRU NORTH	ELECTRIC LL	С												
1542-G	10/28/24	01	LABOR CHK TRIPPED BREAKERS	613-00-50-30-4010 20			12/17/24	300.00						
		02	15" ROUND LED LIGHT		613-00-50-30-4010 20243382		613-00-50-30-4010 2024338		613-00-50-30-4010 20243382		- ,			74.77
				BUILDING MAINT/REPAI	ΙK	INVOICE VENDOR T	TOTAL:	374.77 374.77						

DATE: 12/13/24 CITY OF GRAND RAPIDS TIME: 08:17:17

ID: AP441000.WOW

DETAIL BOARD REPORT

Item 2.

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.0	. #	PROJECT	DUE DATE	ITEM AMT
2114365 UNITED STATE	S GOLF AS:	SOCIA	TION						
2025 MEMBERSHIP	12/02/24	01	2025 CLUB MEMBERSHIP 43750280	613-00-00-00-1550 PREPAID EXPENSES	202	43598	3	12/17/24	175.00
				TREETINE BATTERIOLO			INVOICE VENDOR T		175.00 175.00
2209665 VISA									
G	11/12/24	01	MN PGA FALL MTG BEAUDRY	999-99-00-00-1000 HOLDING ACCOUNT				12/17/24	25.00
							INVOICE VENDOR T		25.00 25.00
2301700 WM CORPORATE	SERVICES	, INC							
G	11/18/24	01	GC OCT SERVICES	999-99-00-00-1000 HOLDING ACCOUNT				12/17/24	487.05
				110222210 110000112			INVOICE VENDOR T		487.05 487.05
T0000008 CHARLES ROSK	OSKI								
G	12/09/24	01	2024 STARTER RANGER	999-99-00-00-1000 HOLDING ACCOUNT				12/17/24	200.00
				110222210 110000112			INVOICE VENDOR T		200.00
T001544 NANCY HANNA									
G	11/12/24	01	2024 STARTER RANGER	999-99-00-00-1000 HOLDING ACCOUNT				12/17/24	200.00
							INVOICE VENDOR T		200.00 200.00
							TOTAL AL	L INVOICES:	48,926.36

Item 2.

PAGE: 1

DATE: 12/13/2024 CITY OF GRAND RAPIDATE: 08:20:22 VENDOR SUMMARY REPORT CITY OF GRAND RAPIDS

ID: AP442000.WOW

INVOICES DUE ON/BEFORE 12/17/2024

INVOICES IN BATCH GC1217

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
	AT&T MOBILITY	51,912.54	
0114900	ANY WAY YOU WANT IT MOVING &	450.48	64.13
0118100	VESTIS GROUP INC	6,899.25	160.70
0221650	BURGGRAF'S ACE HARDWARE	17,192.90	42.74
0301530	CANON FINANCIAL SERVICES, INC	318.36	45.48
0312705	CLUB PROPHET SYSTEMS	6,002.00	594.70
0315455	COLE HARDWARE INC	6,819.91	7.44
0718010	CITY OF GRAND RAPIDS	208,338.89	10,475.00
0718015	GRAND RAPIDS CITY PAYROLL	7,443,887.57	18,966.33
0718060	GRAND RAPIDS HERALD REVIEW	7,945.50	1,404.00
1200500	L&M SUPPLY	15,850.17	204.01
1305725	METROPOLITAN LIFE INSURANCE CO	26,174.89	69.37
1309039	MIDWAY REPAIR	439.09	31.64
1309335	MINNESOTA REVENUE	89,307.00	2,290.51
1309355	MINNESOTA TORO	32,707.55	186.69
1415544	NORTHLAND PORTABLES	18,238.25	256.50
1516220	OPERATING ENGINEERS LOCAL #49	1,502,046.00	3,364.00
1621130	P.U.C.	440,477.11	1,744.78
1815711	ROSS GOLF COURSE	55,698.96	5,215.50
1901315	ST ANDREWS PRODUCTS	0.00	2,296.14
2018680	TRU NORTH ELECTRIC LLC	0.00 27,024.72	374.77
2114365	UNITED STATES GOLF ASSOCIATION	0.00	175.00
2209665	VISA	65,703.32	25.00
2301700	WM CORPORATE SERVICES, INC	32,906.20	487.05
T0000008	CHARLES ROSKOSKI	200.00	200.00
T001544	NANCY HANNA	200.00	200.00

TOTAL ALL VENDORS: 48,926.36