



POKEGAMA GOLF COURSE BOARD MEETING AGENDA

**Tuesday, February 20, 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, February 20, 2024 at 7:30 AM at Pokegama Golf Course, 3910 Golf Course Road, Grand Rapids, Minnesota.

ROLL CALL:

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 minutes for January 16, 2024 Golf Board meeting.

CLAIMS AND FINANCIAL STATEMENTS:

2. Review and approve claims.

VISITORS:

REPORTS:

BUSINESS:

3. Review 2024 CIP
4. Consider title change for Golf Course position.

CORRESPONDENCE AND OPEN DISCUSSION:

ADJOURN:



CITY OF
GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

**POKEGAMA GOLF COURSE BOARD
MEETING MINUTES**

**Tuesday, January 16, 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 January 16, 2024, at 7:30 AM at Pokegama Golf Course, 3910 Golf Course Road, Grand Rapids, Minnesota. Rick McDonald called the meeting to order at 7:30AM.

ROLL CALL: Rick McDonald, John Bauer, Tom Lagergren, John Ryan

PUBLIC INPUT: None

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.)

The Agenda was approved as presented. Motion by Tom Lagergren second by John Bauer Motion Approved

APPROVE MINUTES:

1. Approve Golf Board Minutes from December 19, 2023 Golf Board Meetings . John Bauer made a motion to approve the Minutes. Tom Lagergren Second. Motion Approved

CLAIMS AND FINANCIAL STATEMENTS:

2. A review of the financials took place. Tom Lagergren made a motion to approve the claims in the amount of 43,824.92 Second by Rick McDonald Motion Approved.

VISITORS:

REPORTS:

BUSINESS:

3. Review Flooring quotes Quotes were received from

Northland Flooring and Design	\$14,020 plus sales tax
Floor to Ceiling	\$14,504 plus sales tax

Rick McDonald made a motion to accept the low quote of \$14,020 from Northland Flooring. John Bauer second. Motion approved

Bob will bring this item to council for approval to move forward.

CORRESPONDENCE AND OPEN DISCUSSION:

ADJOURN: Motion made by John Bauer Second by Tom Lagergren Motion Carried.

Minutes respectfully submitted by Bob Cahill

DATE: 02/15/2024
 TIME: 10:26:25
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 02/20/2024

VENDOR #	NAME	AMOUNT DUE

POKEGAMA GOLF COURSE		
0114900	ANY WAY YOU WANT IT MOVING &	64.13
0221650	BURGGRAF'S ACE HARDWARE	7.48
0312701	CLUB CAR, LLC	283,150.00
0312705	CLUB PROPHET SYSTEMS	425.00
0718555	GROOMS PROPERTY SERVICE LLC	970.20
1721105	QUALITY REFRIGERATION & HTG	362.80
1815711	ROSS GOLF COURSE	5,063.50
1920555	STOKES PRINTING & OFFICE	61.40
2116530	UP NORTH GOLF	938.09
2119150	USCHEDULE, LLC	69.95

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$291,112.55

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0100053	AT&T MOBILITY	81.73
0315329	CITY OF COHASSET	293.53
0621450	FULLSTEAM	527.92
0718015	GRAND RAPIDS CITY PAYROLL	13,033.10
1305725	METROPOLITAN LIFE INSURANCE CO	8.24
1309332	MN STATE RETIREMENT SYSTEM	5,000.00
1309335	MINNESOTA REVENUE	960.40
1309375	MINNESOTA UNEMPLOYMENT COMP FD	380.61
1516220	OPERATING ENGINEERS LOCAL #49	6,568.00
1601750	PAUL BUNYAN COMMUNICATIONS	346.00
1621130	P.U.C.	1,453.59
2209665	VISA	498.82
2301700	WM CORPORATE SERVICES, INC	520.68

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$29,672.62

TOTAL ALL DEPARTMENT \$320,785.17

DATE: 02/15/2024
 TIME: 10:25:00
 ID: AP442000.WOW

CITY OF GRAND RAPIDS
 VENDOR SUMMARY REPORT

INVOICES DUE ON/BEFORE 02/20/2024
 INVOICES IN BATCH GC0220

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0100053	AT&T MOBILITY	4,193.16	81.73
0114900	ANY WAY YOU WANT IT MOVING &	64.13	64.13
0221650	BURGGRAF'S ACE HARDWARE	1,433.72	7.48
0312701	CLUB CAR, LLC	0.00	283,150.00
0312705	CLUB PROPHET SYSTEMS	525.00	425.00
0315329	CITY OF COHASSET	517.81	293.53
0621450	FULLSTEAM	0.00	527.92
0718015	GRAND RAPIDS CITY PAYROLL	903,279.90	13,033.10
0718555	GROOMS PROPERTY SERVICE LLC	0.00	970.20
1305725	METROPOLITAN LIFE INSURANCE CO	4,551.96	8.24
1309332	MN STATE RETIREMENT SYSTEM	55,189.38	5,000.00
1309335	MINNESOTA REVENUE	1,132.00	960.40
1309375	MINNESOTA UNEMPLOYMENT COMP FD	7,934.75	380.61
1516220	OPERATING ENGINEERS LOCAL #49	246,138.00	6,568.00
1601750	PAUL BUNYAN COMMUNICATIONS	3,068.15	346.00
1621130	P.U.C.	84,147.86	1,453.59
1721105	QUALITY REFRIGERATION & HTG	0.00	362.80
1815711	ROSS GOLF COURSE	5,063.50	5,063.50
1920555	STOKES PRINTING & OFFICE	216.28	61.40
2116530	UP NORTH GOLF	0.00	938.09
2119150	USCHEDULE, LLC	69.95	69.95
2209665	VISA	4,044.30	498.82
2301700	WM CORPORATE SERVICES, INC	7,024.59	520.68
TOTAL ALL VENDORS:			320,785.17

DETAILED POKEGAMA GOLF COURSE BILL LIST - FEBRUARY 20, 2024

Item 2.

DATE: 02/15/24
 TIME: 10:21:11
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 02/20/2024

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0100053 AT&T MOBILITY								
G	01/16/24	01	GC JAN CELL SERVICE	999-99-00-00-1000			02/20/24	81.73
				HOLDING ACCOUNT				
							INVOICE TOTAL:	81.73
							VENDOR TOTAL:	81.73
0114900 ANY WAY YOU WANT IT MOVING &								
130688-G	01/31/24	01	RENTAL-20FT CONTAINER-REDUCED	613-00-50-30-4025	20240341		02/20/24	60.00
				GOLF SIMULATOR EXPENSES				
		02	MNSTX #POKEGAMA GC	613-00-50-30-4025	20240341			4.13
				GOLF SIMULATOR EXPENSES				
							INVOICE TOTAL:	64.13
							VENDOR TOTAL:	64.13
0221650 BURGGRAF'S ACE HARDWARE								
388281-G	02/06/24	01	388281 KEY SCHLAGE SC4-ACE	613-00-50-20-2100	20240384		02/20/24	7.00
				OPERATING SUPPLIES				
		02	MNSTX #136267	613-00-50-20-2100	20240384			0.48
				OPERATING SUPPLIES				
							INVOICE TOTAL:	7.48
							VENDOR TOTAL:	7.48
0312701 CLUB CAR, LLC								
133316-G	02/08/24	01	133316 COMP TEMPO ELEC 22	613-00-00-00-1620	20240407		02/20/24	124,586.00
				EQPT/MACHINERY/FURN/FIX				
							INVOICE TOTAL:	124,586.00
133317-G	02/08/24	01	133317 COMP TEMPO ELEC 28	613-00-00-00-1620	20240407		02/20/24	158,564.00
				EQPT/MACHINERY/FURN/FIX				
							INVOICE TOTAL:	158,564.00
							VENDOR TOTAL:	283,150.00
0312705 CLUB PROPHET SYSTEMS								

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0312705 CLUB PROPHET SYSTEMS								
INV2003559-G	02/01/24	01	MONTHLY POS EXPRESS FEB 2024	613-00-50-30-4330	20240342		02/20/24	150.00
			DUES & SUBSCRIPTIONS					
		02	MONTHLY CPS DATA CENTR HOSTING	613-00-50-30-4330	20240342			125.00
			DUES & SUBSCRIPTIONS					
		03	MONTHLY CPS ONLINE RESERVATION	613-00-50-30-4330	20240342			75.00
			DUES & SUBSCRIPTIONS					
		04	MONTHLY TEE SHEET	613-00-50-30-4330	20240342			75.00
			DUES & SUBSCRIPTIONS					
		05	MONTHLY ADDTL USER-POS	613-00-50-30-4330	20240342			40.00
			DUES & SUBSCRIPTIONS					
		06	MONTHL ADDTL USER-ADMIN	613-00-50-30-4330	20240342			10.00
			DUES & SUBSCRIPTIONS					
		07	AMOUNT PD-JAN WEB STORE FEE	613-00-50-30-4330	20240342			-50.00
			DUES & SUBSCRIPTIONS					
							INVOICE TOTAL:	425.00
							VENDOR TOTAL:	425.00
0315329 CITY OF COHASSET								
G	02/05/24	01	GC JAN NTL GAS	999-99-00-00-1000			02/20/24	293.53
			HOLDING ACCOUNT					
							INVOICE TOTAL:	293.53
							VENDOR TOTAL:	293.53
0621450 FULLSTEAM								
G	11/30/23	01	GC NOV CREDIT CARD FEES	999-99-00-00-1000			02/20/24	169.47
			HOLDING ACCOUNT					
		02	GC DEC CREDIT CARD FEES	999-99-00-00-1000				158.12
			HOLDING ACCOUNT					
		03	GC JAN CREDIT CARD FEES	999-99-00-00-1000				200.33
			HOLDING ACCOUNT					
							INVOICE TOTAL:	527.92
							VENDOR TOTAL:	527.92

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CITY OF GRAND RAPIDS
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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0718015 GRAND RAPIDS CITY PAYROLL								
G	01/12/24	01	GC PAYROLL 01/12/24	999-99-00-00-1000			02/20/24	6,573.02
		02	GC PAYROLL 01/26/24	999-99-00-00-1000				6,460.08
							INVOICE TOTAL:	13,033.10
							VENDOR TOTAL:	13,033.10
0718555 GROOMS PROPERTY SERVICE LLC								
8035-G	12/01/23	01	DOCK REMOVAL FALL 2023	613-00-50-30-3100			02/20/24	1,078.00
		02	DISCOUNT 10%	613-00-50-30-3100				-107.80
							INVOICE TOTAL:	970.20
							VENDOR TOTAL:	970.20
1305725 METROPOLITAN LIFE INSURANCE CO								
G	01/08/24	01	GC JAN LIFE/SUPP INS PREM	999-99-00-00-1000			02/20/24	4.12
		02	GC FEB LIFE/SUPP INS PREM	999-99-00-00-1000				4.12
							INVOICE TOTAL:	8.24
							VENDOR TOTAL:	8.24
1309332 MN STATE RETIREMENT SYSTEM								
G	01/22/24	01	B CAHILL HCSP PER CONTRACT	999-99-00-00-1000			02/20/24	5,000.00
							INVOICE TOTAL:	5,000.00
							VENDOR TOTAL:	5,000.00
1309335 MINNESOTA REVENUE								
G	01/19/24	01	GC DEC SALES & USE TAX	999-99-00-00-1000			02/20/24	960.40
							INVOICE TOTAL:	960.40
							VENDOR TOTAL:	960.40

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1309375	MINNESOTA UNEMPLOYMENT COMP FD							
G	01/22/24	01	GC 4TH QTR23 UNEMPL	999-99-00-00-1000			02/20/24	380.61
				HOLDING ACCOUNT				
							INVOICE TOTAL:	380.61
							VENDOR TOTAL:	380.61
1516220	OPERATING ENGINEERS LOCAL #49							
G	01/08/24	01	GC FEB HEALTH INS PREM	999-99-00-00-1000			02/20/24	3,204.00
				HOLDING ACCOUNT				
		02	GC MAR HEALTH INS PREM	999-99-00-00-1000				3,364.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	6,568.00
							VENDOR TOTAL:	6,568.00
1601750	PAUL BUNYAN COMMUNICATIONS							
G	01/08/24	01	GC JAN LINE CHARGES/SERVICE	999-99-00-00-1000			02/20/24	173.00
				HOLDING ACCOUNT				
		02	GC FEB LINE CHARGES/SERVICE	999-99-00-00-1000				173.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	346.00
							VENDOR TOTAL:	346.00
1621130	P.U.C.							
G	01/16/24	01	GC DEC UTILITIES	999-99-00-00-1000			02/20/24	1,453.59
				HOLDING ACCOUNT				
							INVOICE TOTAL:	1,453.59
							VENDOR TOTAL:	1,453.59
1721105	QUALITY REFRIGERATION & HTG							
24634-G	12/03/23	01	WI FREEZER MNT 61347 2P 30A	613-00-50-30-4070			02/20/24	34.80
				GEN'L EQUIP MAINT/REPAIR				

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1721105 QUALITY REFRIGERATION & HTG								
24634-G	12/03/23	02	TRUCK CHARGE	613-00-50-30-4070			02/20/24	10.00
				GEN'L EQUIP MAINT/REPAIR				
		03	LABOR RPLC COMPRESSOR CONTACTR	613-00-50-30-4070				318.00
				GEN'L EQUIP MAINT/REPAIR				
							INVOICE TOTAL:	362.80
							VENDOR TOTAL:	362.80
1815711 ROSS GOLF COURSE								
MAR2024-G	02/14/24	01	MAR 2024 GC MNT SERV CONT	613-00-50-30-3100	20240111		02/20/24	5,063.50
				OTHER CONTRACTED SERVICE				
							INVOICE TOTAL:	5,063.50
							VENDOR TOTAL:	5,063.50
1920555 STOKES PRINTING & OFFICE								
120288-G	01/10/24	01	PENS	613-00-50-20-2010	20240220		02/20/24	9.98
				OFFICE SUPPLIES				
		02	REAM 8 1/2 X 11 20#	613-00-50-20-2010	20240220			6.99
				OFFICE SUPPLIES				
		03	MNSTX #POKEGAMA GC	613-00-50-20-2010	20240220			1.17
				OFFICE SUPPLIES				
							INVOICE TOTAL:	18.14
120371-G								
	02/01/24	01	YEARLY WALL CALENDAR-SALE	613-00-50-20-2010	20240336		02/20/24	31.99
				OFFICE SUPPLIES				
		02	DRY ERASE MARKERS	613-00-50-20-2010	20240336			8.49
				OFFICE SUPPLIES				
		03	MNSTX #POKEGAMA GC	613-00-50-20-2010	20240336			2.78
				OFFICE SUPPLIES				
							INVOICE TOTAL:	43.26
							VENDOR TOTAL:	61.40
2116530 UP NORTH GOLF								

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2116530	UP NORTH GOLF							
77181-G	02/01/24	01	OVAL SHAPE BAG TAG	613-00-50-20-2100	20240335		02/20/24	900.00
		02	SHIPPING	613-00-50-20-2100	20240335			38.09
							INVOICE TOTAL:	938.09
							VENDOR TOTAL:	938.09
2119150	USCHEDULE, LLC							
288771-G	02/07/24	01	SCHEDULER EVENTS CALENDAR & EM	613-00-50-30-4025	20240395		02/20/24	69.95
			GOLF SIMULATOR EXPENSES					
							INVOICE TOTAL:	69.95
							VENDOR TOTAL:	69.95
2209665	VISA							
G	01/16/24	01	GC-WLMRT-BRKFAST GC DIR INTRVW	999-99-00-00-1000			02/20/24	39.15
		02	GC-JIMMY JOHNS-GC DIR INTRVWS	999-99-00-00-1000				144.67
		03	GC- MN GOLF SUPER ASSN DUES	999-99-00-00-1000				165.00
		04	GC-USGA 2024 DUES	999-99-00-00-1000				150.00
							INVOICE TOTAL:	498.82
							VENDOR TOTAL:	498.82
2301700	WM CORPORATE SERVICES, INC							
G	01/16/24	01	GC DEC SERVICES	999-99-00-00-1000			02/20/24	520.68
							INVOICE TOTAL:	520.68
							VENDOR TOTAL:	520.68
							TOTAL ALL INVOICES:	320,785.17



CITY OF
GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

REQUEST FOR BOARD ACTION

AGENDA DATE: 2/20/2024

AGENDA ITEM: Consider title change

PREPARED BY: Tom Beaudry, Director of Golf

BACKGROUND:

Previously the assistant golf professional has been listed as the lead cashier. I recommend renaming it to assistant golf professional to align job duties to the title and allow the director of golf to post the job accordingly.

REQUESTED BOARD ACTION:

Make a motion to change the job title from lead cashier to assistant golf professional.



Property:	Pokegama Golf Course
Staffer Name:	
Department:	Golf Shop
Reports to:	Director of golf
Direct Reports:	Golf Shop staff, outside services, starters/rangers
Position Status:	Full-time, Seasonal or Non-Seasonal, Hourly, Non-Exempt

Job Description

Position Summary

The Assistant Golf Pro assists the Director of Golf with all golf shop activities and outside services operations and is responsible for ensuring that pass-holders and guests receive outstanding customer service, which meets or exceeds their expectations. The Assistant Golf Pro is instrumental in organizing and implementing golf events, tournaments, outings, leagues, teaching clinics and other golf programs designed to improve Pokegama Golf Courses products and services as well as its competitive position in the marketplace.

Essential Duties and Responsibilities

- Assist in implementing applicable operating, human resources, and safety policies and procedures pertaining to golf shop and outside service activities. Ensure procedures are followed to open, close and secure the golf shop and storage buildings.
- Handle cash flow in the golf shop, ensuring that cash and credit card charges balance with sales receipts in accordance with operating procedures.
- Monitor the performance of assigned staff including golf shop attendants, starters, rangers, and outside service staff to ensure customer service standards and productivity goals are achieved.
- Ensure that the golf shop, storage areas, cart shed, and grounds are maintained per Pokegama cleanliness and appearance standards. Maintain clean, presentable and fully stocked merchandise displays.
- Ensure accurate tracking of types and quantity of golf rounds played. Monitor customer preferences, usage patterns, and satisfaction with Pokegama products and services. Assess the quality of internal and/or external customer service and speed of play. Recommend plans for continued improvement.
- Interact with pass-holders and guests in a congenial and professional manner.
- Maintain pleasant and professional telephone manners at all times. Schedule tee times and handle customer inquiries and/or feedback in accordance with Pokegama standards.
- Plan and conduct individual and group lesson programs and golf clinics.
- Assist with organizing and implementing tournaments, group outings and special events. Ensure efficient operation and coordination of golf shop, cart service and other services as applicable.
- Be fully knowledgeable of golf shop merchandise. Sell merchandise and/or provide suggestions to patrons as appropriate to meet their needs.



- Assist with organizing and maintaining ancillary services such as the handicapping system, membership programs and driving range facilities.
- Assure the efficient and timely submission of all required reports.
- Perform additional duties as required.

Education/Qualifications/Certifications

- Preferred 1 year experience in the golf or hospitality industry.
- Demonstrated experience and capability in the areas of retailing, marketing, and/or sales, customer service, and guest relations preferred.
- Demonstrated quality written, verbal, interpersonal communication skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends.
- Positive attitude, professional manner and appearance in all situations.

Position Physical Requirements

Must have the ability to:

- Read and write (English)
- Communicate verbally with staff members and/or customers with or without the use of two-way radios.
- Give and/or follow verbal and written instructions
- Supervise subordinates
- Visually inspect all work areas, golf course and grounds
- Give physical demonstrations of the golf swing
- See players on the golf course, and to follow the flight of golf balls
- Operate vehicles and equipment for several hours at a time
- Perform mathematical calculations involving fractions, decimals, and percentages
- Retrieve, read and interpret information from technical sources
- Stand, walk, push, pull, lift, grasp, bend and kneel for up to 5 hours at a time
- Lift up to 100 lbs occasionally, 50 lbs frequently, and 20 lbs constantly

Supervises

Golf shop staff, outside services, starters, rangers

Working Conditions

Work hours may include days and evenings on weekdays and weekends. Subject to inside and outside environmental conditions. May be exposed to inclement weather, potentially dangerous chemicals, solvents, pesticides, herbicides, and fertilizers, misdirected golf balls, sharp and rapid equipment movement on a daily basis. Injury may result as a result of exposure to the above if safety policies and practices are not properly followed.

Machine/Equipment/Tools Used

General office machines such as typewriters, personal computers, printers, copiers, fax machines, calculators, telephones, etc. VDT glare screen and wrist rest. Golf clubs, golf cars.



Position Description Acknowledgement

I have read and understand all of the above. I have reviewed the essential functions and responsibilities for which I am responsible as well as the working conditions and physical requirements. I understand this document does not create an employment contract, and that I am employed by the City on an "At Will" basis. I further understand that this position description supersedes any and all prior descriptions issued.

Staff Member _____ Date _____

Supervisor _____ Date _____