



POKEGAMA GOLF COURSE BOARD MEETING AGENDA

**Tuesday, December 19, 2023
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 19, 2023 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 November 21, 2023 Golf Board meeting.

CLAIMS AND FINANCIAL STATEMENTS:

2. Review and Approve Claims

VISITORS:

REPORTS:

BUSINESS:

3. Review 2024 CIP

CORRESPONDENCE AND OPEN DISCUSSION:

ADJOURN:



POKEGAMA GOLF COURSE BOARD MEETING MINUTES

**Tuesday, November 21, 2023
 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 November 21, 2023 , 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, John Ryan, Tom Lagergren, Roger Mischke

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 John Ryan, second by Tom Lagergren. Motion Approved

APPROVE MINUTES:

1. Approve Golf Board Minutes for October 17, and October 31, 2023 Golf Board Meetings .
 John Ryan 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 \$66,472.99 Second by Roger Mischke Motion Approved.

VISITORS: No visitors

REPORTS: Rick McDonald reported that the Director of Golf selection committee has selected three highly qualified candidates for second interviews. These interview will be held the week of November 27. The committee expects to have a new Director of Golf named by mid-December.

BUSINESS:

3. Set 2024 Rates. Motion by Tom Lagergren and second by John Bauer to approve the 2024 Rates as presented in the attached document: 2024 Daily Fee and Season Pass proposed rates.
4. Review 2024 CIP Director of Golf Bob Cahill presented three changes to the 2024 CIP that was approved by the Golf Board at the October 31, 2023 Special Meeting. Those changes are as follows:
 1. Revise Asphalt Seal Coating/Parking Lot striping \$10,000 (was \$5,000)
 2. Add Clubhouse flooring replacement \$15,000
 3. Revise Golf Cart Loan repayment. \$50,000/year for 5 years ending 2028.

Motion by Rick McDonald Second by John Bauer to approve the revised 2024 Debt Schedule/C
Schedule as presented. Motion Approved

CORRESPONDENCE AND OPEN DISCUSSION: None

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

Minutes respectfully submitted by Bob Cahill

Daily Rates	2023
Daily Green Fee Walking	Sales tax not included
18 holes	43.00
9 holes	26.00
Daily Green Fee Juniors Ages 10-18	
18 holes	20.00
9 holes	12.00
Electric Cart Fees	
18 holes per rider	24.00
9 holes per rider	12.00
League Green Fees	
9 holes	18.00
18 holes	26.00
Senior Fee Wednesdays Only Ages 55 +	
18 holes w/cart	43.00
9 holes w/cart	26.00
Twilight Rates/Times	
Twilight walk 6 PM Daily	18.00
Twilight 18 hole walk 3 PM Saturday & 4 PM Sunday	26.00
Twilight 9 hole walk 3 PM Saturday & 4 PM Sunday	\$18.00
Family Golf (per walking adult) 3 PM sat, 4 pm Sun	18.00
Friday Couples Golf	
Cart fee for season pass golfer	9.00
Non Pass golfer includes cart & green fee	19.00
Driving Range	
Small Bucket	5.00
Medium Bucket	8.00
Large Bucket	10.00

CITY OF GRAND RAPIDS								
	2023	2024	2025	2026	2027	2028		
Debt Obligation New Clubhouse	\$14,862	\$14,862	\$14,862	\$0	0			
Debt Obligation Irrigation Controls	\$13,036	\$13,036	\$0	\$0	0			
Equipment								
Toro utility Cart		15,000						
Toro Z Turn	20,000							
Toro Wide Area mower			60,000					
Toro outcross tractor					70,000			
Toro Sprayer					45,000			
Toro Greens Mower (approved for 2022 purchase but has not arrived yet)								
Big Yellow Rock Eater	18,000							
Projects								
Forward tees Project								
Bunker Sand		20,000						
Cart Path Improvements			80,000					
Tree thinning project		20,000						
Asphalt Seal Coating/Parking Lot striping		10,000						
Other CIP								
Clubhouse flooring replacement		15,000						
Outdoor Patio Furniture	2,000	25,000	25,000	25,000				
Food & Beverage Equipment Compressors			10,000					
Septic System Lift Pumps			8,000					
Golf Cart Replacement (50)		50,000	50,000	50,000	50,000	50,000	50,000	
Total CIP Expense								
TOTAL	117,898.00	182,898.00	184,861.00	145,000.00				
January 1, 2023 Cash Balance	\$221,000							
Estimated December 31, 2023 PGC Cash Balance	\$289,426							
April 15, 2024 Golf Cart Purchase TBPaid by City	\$300,000							
Estimated Sale value of 22, 2011 Club Car DC electric(\$	\$24,200							
Estimated sale value of 15, 2016 Club Car Precedent (\$	\$30,000							
Total value of carts TB sold	\$54,200							
2024 Golf Course Cart purchase payment to City 5 year	\$50,000							
The purchase of 50 new carts eliminates the purchase of needed new cart batteries fo both 2011's and 2016's								
300 Batteries @ \$200/battery \$60,000								

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CITY OF GRAND RAPIDS
 VENDOR SUMMARY REPORT

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INVOICES DUE ON/BEFORE 12/19/2023
 INVOICES IN BATCH GC1219

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0100053	AT&T MOBILITY	42,369.76	54.46
0103325	ACHESON TIRE INC	17,164.54	25.00
0114900	ANY WAY YOU WANT IT MOVING &	1,895.40	64.13
0221525	BUNES SEPTIC SERVICE INC	4,845.00	565.31
0301328	ROBERT CAHILL	34,823.44	2,248.21
0312705	CLUB PROPHET SYSTEMS	5,775.00	475.00
0315329	CITY OF COHASSET	2,354.16	209.35
0401804	DAVIS OIL INC	63,727.82	526.29
0718010	CITY OF GRAND RAPIDS	168,597.18	8,133.35
0718015	GRAND RAPIDS CITY PAYROLL	7,040,875.61	17,354.89
1200500	L&M SUPPLY	16,500.44	9.07
1309335	MINNESOTA REVENUE	83,683.00	1,604.69
1516220	OPERATING ENGINEERS LOCAL #49	1,447,541.00	3,204.00
1601750	PAUL BUNYAN COMMUNICATIONS	18,868.31	173.00
1621130	P.U.C.	446,322.10	1,619.30
1721105	QUALITY REFRIGERATION & HTG	117.50	357.80
1815711	ROSS GOLF COURSE	55,060.78	5,063.50
1905600	SEPTIC CHECK	1,250.00	2,595.57
2119150	USCHEDULE, LLC	0.00	69.95
2209665	VISA	97,703.52	43.27
2301700	WM CORPORATE SERVICES, INC	37,211.70	520.68
TOTAL ALL VENDORS:			44,916.82

DETAILED POKEGAMA GOLF COURSE BILL LIST - DECEMBER 19, 2023

DATE: 12/14/23
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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/19/2023

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT

0100053	AT&T MOBILITY							
G	11/13/23	01	GC NOV CELL SERVICE	999-99-00-00-1000			12/19/23	54.46
				HOLDING ACCOUNT				
							INVOICE TOTAL:	54.46
							VENDOR TOTAL:	54.46
0103325	ACHESON TIRE INC							
580671-G	11/27/23	01	SWITCH	613-00-50-20-2210	20233872		12/19/23	25.00
				EQUIPMENT PARTS				
							INVOICE TOTAL:	25.00
							VENDOR TOTAL:	25.00
0114900	ANY WAY YOU WANT IT MOVING &							
129854-G	11/30/23	01	20FT CONTAINER RENTAL	613-00-50-30-4025	20233871		12/19/23	60.00
		02	MNSTAX	613-00-50-30-4025	20233871			4.13
				GOLF SIMULATOR EXPENSES				
				GOLF SIMULATOR EXPENSES				
							INVOICE TOTAL:	64.13
							VENDOR TOTAL:	64.13
0221525	BUNES SEPTIC SERVICE INC							
4372-G	12/06/23	01	JET MAIN LINE/INSTAL HEAT TAPE	613-00-50-30-3850	20233962		12/19/23	420.00
		02	SALES TAX	613-00-50-30-3850	20233962			10.31
		03	SERVICE CALL	613-00-50-30-3850	20233962			135.00
				SEPTIC/SEWER				
							INVOICE TOTAL:	565.31
							VENDOR TOTAL:	565.31
0301328	ROBERT CAHILL							
113023/USCHEDULE	11/30/23	01	11-17-23 USCHEDULE CHARGE	613-00-50-30-4025	20233874		12/19/23	69.95
				GOLF SIMULATOR EXPENSES				
							INVOICE TOTAL:	69.95

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

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0301328 ROBERT CAHILL								
NOV23/DUETO/PROSHOP-	11/30/23	01	DUE TO GC PRO SHOP 11/30/23	613-00-00-00-2281	20233787		12/19/23	2,178.26
				DUE TO PRO SHOP				
							INVOICE TOTAL:	2,178.26
							VENDOR TOTAL:	2,248.21
0312705 CLUB PROPHET SYSTEMS								
INV1880858-G	12/01/23	01	MONTHY POS EXPRESS	613-00-50-30-4330	20233876		12/19/23	150.00
		02	MONTHLY CPS DATA CENTR HOSTING	613-00-50-30-4330	20233876			125.00
		03	MONTHLY CPS ONLINE RESERVATION	613-00-50-30-4330	20233876			75.00
		04	MONTHLY TEE SHEET	613-00-50-30-4330	20233876			75.00
		05	MONTHLY ADDTL USER-POS	613-00-50-30-4330	20233876			40.00
		06	MONTHLY ADDTL USER-ADMIN	613-00-50-30-4330	20233876			10.00
							INVOICE TOTAL:	475.00
							VENDOR TOTAL:	475.00
0315329 CITY OF COHASSET								
G	12/04/23	01	GC NOV NTL GAS	999-99-00-00-1000			12/19/23	209.35
				HOLDING ACCOUNT				
							INVOICE TOTAL:	209.35
							VENDOR TOTAL:	209.35
0401804 DAVIS OIL INC								
355576-G	10/17/23	01	150.8 GAL 87OXY UNL GASOLINE	613-00-50-20-2120	20233717		12/19/23	526.29
				MOTOR FUELS				
							INVOICE TOTAL:	526.29
							VENDOR TOTAL:	526.29

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/19/2023

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0718010 CITY OF GRAND RAPIDS								
23/520-G	11/28/23	01	23/520 2023 ACCOUNTING FEE	613-00-50-30-3010	20233870		12/19/23	6,375.00
				AUDITING/ACCOUNTING SERVIC				
							INVOICE TOTAL:	6,375.00
23/530-G	11/28/23	01	23/530 IT FEES JAN-DEC 2023	613-00-50-30-4020	20233870		12/19/23	1,100.00
				COMPUTER MAINTENANCE				
							INVOICE TOTAL:	1,100.00
23/542-G	12/05/23	01	25 CY DEMO	613-00-50-30-3840	20233878		12/19/23	440.00
				GARBAGE REMOVAL				
		02	10 CY DEMO	613-00-50-30-3840	20233878			176.00
				GARBAGE REMOVAL				
		03	MNSTAX# POKEGAMA GC	613-00-50-30-3840	20233878			42.35
				GARBAGE REMOVAL				
							INVOICE TOTAL:	658.35
							VENDOR TOTAL:	8,133.35
0718015 GRAND RAPIDS CITY PAYROLL								
G	11/03/23	01	GC PAYROLL 11/03/23	999-99-00-00-1000			12/19/23	10,981.63
				HOLDING ACCOUNT				
		02	GC PAYROLL 11/17/23	999-99-00-00-1000				6,373.26
				HOLDING ACCOUNT				
							INVOICE TOTAL:	17,354.89
							VENDOR TOTAL:	17,354.89
1200500 L&M SUPPLY								
11630997-G	11/22/23	01	11630997 FLOOR SCRUBBER	613-00-50-20-2100	20233873		12/19/23	8.49
				OPERATING SUPPLIES				
							INVOICE TOTAL:	8.49
11630997.-G	11/22/23	01	SALES TAX/FLOOR SCRUBBER	613-00-50-20-2100	20233964		12/19/23	0.58
				OPERATING SUPPLIES				
							INVOICE TOTAL:	0.58
							VENDOR TOTAL:	0.07

DETAILED POKEGAMA GOLF COURSE BILL LIST - DECEMBER 19, 2023

Item 2.

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/19/2023

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1309335 MINNESOTA REVENUE								
G	11/20/23	01	GC OCT SALES & USE TAX	999-99-00-00-1000 HOLDING ACCOUNT			12/19/23	1,604.69
							INVOICE TOTAL:	1,604.69
							VENDOR TOTAL:	1,604.69
1516220 OPERATING ENGINEERS LOCAL #49								
G	11/06/23	01	GC DEC HEALTH INS PREM	999-99-00-00-1000 HOLDING ACCOUNT			12/19/23	3,204.00
							INVOICE TOTAL:	3,204.00
							VENDOR TOTAL:	3,204.00
1601750 PAUL BUNYAN COMMUNICATIONS								
G	11/06/23	01	GC NOV LINE CHARGES/SERVICE	999-99-00-00-1000 HOLDING ACCOUNT			12/19/23	173.00
							INVOICE TOTAL:	173.00
							VENDOR TOTAL:	173.00
1621130 P.U.C.								
G	11/13/23	01	GC OCT UTILITIES	999-99-00-00-1000 HOLDING ACCOUNT			12/19/23	1,619.30
							INVOICE TOTAL:	1,619.30
							VENDOR TOTAL:	1,619.30
1721105 QUALITY REFRIGERATION & HTG								
24350	09/13/23	01	QUART COIL CLEANER	613-00-50-30-3850	20233685		12/19/23	9.15
				SEPTIC/SEWER				
		02	R-404A-24(HP62) REFRIGERANT	613-00-50-30-3850	20233685			95.85
				SEPTIC/SEWER				
		03	1/4" SEAL CAP	613-00-50-30-3850	20233685			4.30
				SEPTIC/SEWER				

DETAILED POKEGAMA GOLF COURSE BILL LIST - DECEMBER 19, 2023

Item 2.

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/19/2023

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1721105 QUALITY REFRIGERATION & HTG								
24350	09/13/23	04	TRUCK CHARGE	613-00-50-30-3850	20233685		12/19/23	10.00
				SEPTIC/SEWER				
		05	LABOR CLEAN E COIL/DRAIN PAN/F	613-00-50-30-3850	20233685			238.50
				SEPTIC/SEWER				
							INVOICE TOTAL:	357.80
							VENDOR TOTAL:	357.80
1815711 ROSS GOLF COURSE								
JAN2024-G	12/19/23	01	JAN 2024 PRE-PAID MNT SERV CON	613-00-00-00-1550	20233961		12/19/23	5,063.50
				PREPAID EXPENSES				
							INVOICE TOTAL:	5,063.50
							VENDOR TOTAL:	5,063.50
1905600 SEPTIC CHECK								
28601866-G	11/14/23	01	COMMERCIAL CONTRACT MAINT	613-00-50-30-3850	20233684		12/19/23	625.00
				SEPTIC/SEWER				
							INVOICE TOTAL:	625.00
28652975-G	11/21/23	01	SERVICE VISIT - ZONE 2	613-00-50-30-4075	20233716		12/19/23	200.00
				FIXTURE/FURNITURE MAINT/RE				
		02	LABOR	613-00-50-30-4075	20233716			390.00
				FIXTURE/FURNITURE MAINT/RE				
		03	SJE IFS TIME DOSE PANEL DPLX	613-00-50-30-4075	20233716			1,380.57
				FIXTURE/FURNITURE MAINT/RE				
							INVOICE TOTAL:	1,970.57
							VENDOR TOTAL:	2,595.57
2119150 USCHEDULE, LLC								
283287-G	12/07/23	01	SCHEDULER, EVENTS CALENDAR &	613-00-50-30-4025	20233918		12/19/23	69.95
				GOLF SIMULATOR EXPENSES				
							INVOICE TOTAL:	69.95
							VENDOR TOTAL:	69.95

DETAILED POKEGAMA GOLF COURSE BILL LIST - DECEMBER 19, 2023

Item 2.

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/19/2023

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2209665			VISA					
G	11/13/23	01	IGNITION COIL/STIHL BLOWER	999-99-00-00-1000 HOLDING ACCOUNT			12/19/23	43.27
							INVOICE TOTAL:	43.27
							VENDOR TOTAL:	43.27
2301700			WM CORPORATE SERVICES, INC					
G	11/06/23	01	GC OCT SERVICES	999-99-00-00-1000 HOLDING ACCOUNT			12/19/23	520.68
							INVOICE TOTAL:	520.68
							VENDOR TOTAL:	520.68
							TOTAL ALL INVOICES:	44,916.82

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 12/19/2023

VENDOR #	NAME	AMOUNT DUE

POKEGAMA GOLF COURSE		
0103325	ACHESON TIRE INC	25.00
0114900	ANY WAY YOU WANT IT MOVING &	64.13
0221525	BUNES SEPTIC SERVICE INC	565.31
0301328	ROBERT CAHILL	2,248.21
0312705	CLUB PROPHET SYSTEMS	475.00
0401804	DAVIS OIL INC	526.29
0718010	CITY OF GRAND RAPIDS	8,133.35
1200500	L&M SUPPLY	9.07
1721105	QUALITY REFRIGERATION & HTG	357.80
1815711	ROSS GOLF COURSE	5,063.50
1905600	SEPTIC CHECK	2,595.57
2119150	USCHEDULE, LLC	69.95

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$20,133.18

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0100053	AT&T MOBILITY	54.46
0315329	CITY OF COHASSET	209.35
0718015	GRAND RAPIDS CITY PAYROLL	17,354.89
1309335	MINNESOTA REVENUE	1,604.69
1516220	OPERATING ENGINEERS LOCAL #49	3,204.00
1601750	PAUL BUNYAN COMMUNICATIONS	173.00
1621130	P.U.C.	1,619.30
2209665	VISA	43.27
2301700	WM CORPORATE SERVICES, INC	520.68

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$24,783.64

TOTAL ALL DEPARTMENTS \$44,916.82