



POKEGAMA GOLF COURSE BOARD SPECIAL MEETING AGENDA

**Friday, February 20, 2026
7:30 AM**

CALL TO ORDER: Pursuant to due notice and call thereof, a Special Meeting of the Pokegama Golf Course Board will be held on Friday, February 20, 2026 at 7:30 AM at City Hall Conference Room 2A, 420 N. Pokegama Avenue, 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 Tuesday, January 13, 2026 Golf Board Minutes.

CLAIMS AND FINANCIAL STATEMENTS:

2. Consider approving the verified claims in the total amount of \$114,707.00.

VISITORS:

REPORTS:

BUSINESS:

3. Consider approving payment of \$1,372.26 per coach for ISD 318 Assistant Golf Coaches

CORRESPONDENCE AND OPEN DISCUSSION:

ADJOURN:



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POKEGAMA GOLF COURSE BOARD MEETING MINUTES

**Tuesday, January 13, 2026
 7:30 AM**

Chair McDonald called the meeting to order at 7:30 AM.

PRESENT: Chair Rick McDonald, Board Member John Ryan, Board Member Tom Lagergren (arrived at 7:33 AM), Board Member Deb Godfrey. ABSENT: Board Member Gabrielle Jerulle.

STAFF: Tom Beaudry, Kimberly Gibeau, Cody Alleman

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.)

No changes or additions are noted.

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

APPROVE MINUTES:

1. Approve Golf Board minutes for Tuesday, December 16, 2025.

Motion made by Chair McDonald, Seconded by Board Member Godfrey to approve board minutes as presented. Voting Yea: Chair McDonald, Board Member Ryan, Board Member Godfrey

CLAIMS AND FINANCIAL STATEMENTS:

2. Approve verified claims.

The Huntington Bank payment referenced is the first installment of an equipment lease, with the total loan cost for the year amounting to \$68,000, which matches the purchase price. Also addressed a significant building retrofit expense, which covered various improvements completed during the year, with the majority of the cost coming from replacing failing light ballasts in the pro shop and on the building's exterior. The upgrades included installing LED lighting, which, while more expensive upfront, are expected to generate long-term cost savings. Overall, the remaining expenses are described as routine and straightforward.

Motion made by Board Member Ryan, Seconded by Chair McDonald to approve the verified claims as presented. Voting Yea: Chair McDonald, Board Member Ryan, Board Member Godfrey

REPORTS:

Maintenance Report:

Cody Alleman, newly appointed superintendent, reported that this time of year is relatively quiet, with most efforts focused on maintenance tasks such as inventorying newly delivered equipment, removing outdated items from computer systems, logging equipment into the Toro system, sharpening reels and blades, and performing mechanical work on older equipment to ensure proper balance and operation. Winter maintenance responsibilities were discussed, noting that snow plowing and salting are largely their responsibility due to the road being a county road, with the city only partially involved; sidewalk maintenance is believed to fall under their contract. Overall, current work is primarily routine maintenance.

Board Member Lagergren arrived at 7:33 AM.

Director's Report:

The course recorded 27,354 rounds, an 11% increase over last year, with revenue also up 11%, exceeding the budgeted goal. Driving range revenue rose 32% with usage up 25%, attributed in part to improved payment processes, staff communication, and expanded hours of operation. The course launched the PGA HOPE program offering free golf lessons for veterans, saw junior golf rounds increase 137% to 2,388 rounds, largely due to better tracking and an improved tee time system. Capital and quality improvements continued with bunker renovations, and customer satisfaction improved significantly, with the net promoter score rising from 63% to 84%. Staffing updates included reposting the assistant professional position, with the long-term goal of developing a future successor, and plans to attend the upcoming PGA Show for education specific to the property, with a follow-up report to be provided afterward.

There being no further business, the following motion was made.

Motion made by Board Member Lagergren, Seconded by Board Member Ryan to adjourn the meeting at 7:41 AM. Voting Yea: Chair McDonald, Board Member Ryan, Board Member Lagergren, Board Member Godfrey

Respectfully submitted:


Kimberly Gibeau, City Clerk

POKEGAMA GOLF COURSE BILL LIST - February 17, 2026
DEPARTMENT SUMMARY REPORT

Item 2.

VENDOR NAME	AMOUNT
5 STAR PEST CONTROL &	\$ 705.36
ANY WAY YOU WANT IT MOVING &	\$ 64.13
BURGGRAF'S ACE HARDWARE	\$ 133.51
CLUB PROPHET SYSTEMS	\$ 993.70
DAVIS OIL INC	\$ 385.52
GOVCONNECTION INC	\$ 499.06
L&M SUPPLY	\$ 29.33
MARTIN'S SNOWPLOW & EQUIP	\$ 216.84
SAIGER'S STEAM CLEAN LLC	\$ 278.94
SEPTIC CHECK	\$ 625.00
ST ANDREWS PRODUCTS	\$ 304.38
WILLIAM J SCHWARTZ & SON'S INC	\$ 4,550.00
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:	\$ 8,785.77

CHECKS ISSUED-PRIOR APPROVAL

ANDERSON, ROGER VAN	122925-G	\$ 200.00
CAMPBELL, JAMES	122925-G	\$ 200.00
CANON	December	\$ 45.48
CITY OF COHASSET	December	\$ 374.73
FRAZIER, JEFF	122925-G	\$ 200.00
GRAND RAPIDS PAYROLL	10/31/2025	\$ 12,582.61
GRAND RAPIDS PAYROLL	11/14/2025	\$ 10,488.90
GRAND RAPIDS PAYROLL	11/28/2025	\$ 8,594.64
GRAND RAPIDS PAYROLL	12/12/2025	\$ 8,622.35
GRAND RAPIDS PAYROLL	12/26/2025	\$ 8,594.62
HAROLDSON, JIM	122925-G	\$ 200.00
JOHNSON, DAVID	122925-G	\$ 200.00
MARCO TECHNOLOGIES	INV14611634-G/NOV25	\$ 2.57
METROPOLITAN LIFE	February	\$ 105.75
MN REVENUE	June-December 2025	\$ 47,972.04
OPERATING ENGINEERS LOCAL #49	February	\$ 3,544.00
PAUL BUNYAN COMMUNICATIONS	January	\$ 157.78
PREVOST, BRIAN	122925-G	\$ 200.00
PUBLIC UTILITIES COMMISSION	December	\$ 2,494.12
SADLEMYER, ADAM	122925-G	\$ 200.00
TAYLOR, JUDY	122925-G	\$ 200.00
THOMPSON, BLAKE	122925-G	\$ 200.00

POKEGAMA GOLF COURSE BILL LIST - February 17, 2026**DEPARTMENT SUMMARY REPORT**

WASTE MANAGEMENT	December	\$	341.64
WEBB, TODD	122925-G	\$	200.00

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 105,921.23

TOTAL ALL DEPARTMENTS: \$ 114,707.00



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REQUEST FOR BOARD ACTION

AGENDA DATE: February 17, 2026

AGENDA ITEM: Consider approving payment of \$1,372.26 per coach for ISD 318 Assistant Golf Coaches

PREPARED BY: Kimberly Gibeau

BACKGROUND:

During the golf committee meeting on April 16th, it was approved to reimburse ISD 318 assistant golf coaches \$2,291.00 per coach. The bill was signed off prior to the committee meeting and there is an outstanding balance of \$1,372.26 that needs to be paid.

REQUESTED BOARD ACTION:

Make a motion to approve payment of \$1,372.26 to D. Kuschel and E. Petermeier, balance due for the ISD 318 Assistant Golf Coaches for 2025 golf season.



**GRAND RAPIDS
AREA SCHOOLS**
Resilience + Readiness + Excellence

Item 3.

ISD#318 GRAND RAPIDS AREA SCHOOLS
650 SW 7TH Ave
GRAND RAPIDS, MN 55744
PHONE: 218-327-5703

POKEGAMA GOLF COURSE
3910 GOLF COURSE ROAD
GRAND RAPIDS, MN 55744

Invoice Number: 0062500078

Invoice Date: 06/30/2025

Due Date: 07/30/2025

Invoice Amount: 5,954.26

Amount Paid: 0.00

Amount Due: 5,954.26

Item	Detail Description	Quantity	Unit Cost	Amount
Salary - Salary Reimbursement	D. Kuschel Asst. Boys Varsity Golf Coach Reimb	1.00	2,657.56	2,657.56
Benefits - Benefit Reimbursement	Social Security Tax	1.00	203.30	203.30
Salary - Salary Reimbursement	E. Petermeier Asst. Girls Varsity Golf Coach Reimb	1.00	2,657.56	2,657.56
Benefits - Benefit Reimbursement	Social Security Tax & TRA	1.00	435.84	435.84

Payor:

POKEGAMA GOLF COURSE
3910 GOLF COURSE ROAD
GRAND RAPIDS, MN 55744

Invoice Number: 0062500078

Invoice Date: 06/30/2025

Due Date: 07/30/2025

Remit To:

ISD#318 GRAND RAPIDS AREA SCHOOLS
650 SW 7TH Ave
GRAND RAPIDS, MN 55744

Invoice Amount: 5,954.26

Remit Amount:

Please reference invoice number on payment