



POKEGAMA GOLF COURSE BOARD SPECIAL MEETING AGENDA

**Tuesday, October 31, 2023
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 Tuesday, October 31, 2023 at 7:30 AM at Pokegama Golf Course, 3910 Golf Course Road, Grand Rapids, Minnesota.

ROLL CALL:

BUSINESS:

1. 2024 Budget Discussion

ADJOURN:

**CITY OF GRAND RAPIDS
POKEGAMA GOLF COURSE**

ACTUAL 2019-2022 REVENUE, 2023 BUDGET, YEAR TO DATE, PROPOSED 2024 BUDGET

	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	ACTUAL YTD 8/31/2023	PROPOSED 2024 BUDGET
REVENUE							
CHARGES FOR SERVICES							
Family Passes	64,418	51,840	60,480	61,560	61,560	68,343	68,343
Piggy Back	3,120	3,576	2,576	3,528	3,528	4,566	4,566
Single Passes	69,192	71,428	89,946	93,660	93,660	95,060	95,060
Young Adult Passes	2,892	11,866	13,611	19,523	19,523	18,672	18,672
Junior Passes	5,811	9,858	7,632	10,599	10,599	15,015	15,015
Multi Play Passes	13,565	24,927	18,500	20,072	18,905	14,883	14,883
PCC Golf Fees	2,969	4,089	4,880	4,288	2,912	2,513	2,513
18 Hole Green Fees	21,315	33,495	51,666	71,652	67,105	77,547	77,547
9 Hole Green Fees	8,541	17,985	31,937	26,811	13,025	15,213	15,213
League Play	11,223	4,649	12,633	49,218	15,673	18,144	18,144
Twilight				7,874	-	19,261	19,261
Weekend 18 Hole	55,010	68,055	88,998	20,398	-	29,344	29,344
Weekend 9 Hole	15,696	22,848	27,312	72,809	-	67,609	67,609
WD/WE Spring/Fall Green Fees	85,330	101,724	62,849	127,371	260,217	122,387	122,387
Lodging Green Fees	3,385	72	1,440	-	-	-	-
Tournament Green Fees	46,010	25,527	37,312	-	205	120	120
Pull Cart Rental	360	502	446	583	643	510	510
Simulator Fees	-	-	4,767	37,108	32,347	34,388	34,388
Guest Passes	-	-	-	-	-	-	-
Driving Range Passes	9,143	4,687	10,328	14,137	14,137	18,884	18,884
Family Driving Range Passes	5,439	4,464	6,417	5,898	5,898	7,416	7,416
Small Bucket of Balls	3,426	4,694	5,209	4,554	4,441	4,560	4,560
Medium Bucket of Balls	2,508	2,844	4,414	5,109	4,972	4,531	4,531
Large Bucket of Balls	7,388	10,250	11,310	12,408	12,197	13,262	13,262
Cart Rental-9 Hole	23,763	31,486	41,373	30,287	29,521	36,779	36,779
Cart Rental-18 Hole	63,526	87,325	97,508	63,657	62,027	60,952	60,952
Personal Cart Rental	1,794	2,990	3,887	6,163	5,687	6,580	6,580
Power Cart Rental (Seasonal)	34,844	32,623	44,880	45,247	45,765	54,379	54,379
3.35%(2.5%) Credit Card Charge	2,495	1,841	2,655	3,290	3,185	2,966	2,966
TOTAL CHARGES FOR SERVICES	563,163	635,645	744,966	817,800	787,732	813,885	813,885
MISCELLANEOUS REVENUE							
Tee Sign Sponsorships	2,000	2,000	-	6,500	6,500	2,000	2,000
Pro Shop Rent	5,433	5,521	5,609	5,697	5,697	5,784	6,000
Concessionaire Lease	18,000	4,000	18,000	16,238	12,000	10,000	18,000
CAM rent-Concessionaire	7,570	6,021	7,891	8,179	4,811	2,323	5,000
Clubhouse Activity Fee	500	500	-	-	-	500	1,000
Locker Rent Revenue	515	47	374	500	500	600	600
* Miscellaneous	-	-	107	22,584	18,894	11,851	19,518
Contributions	-	-	-	-	-	100	-
Investment Income	2,740	2,346	2,292	3,335	652	545	550
Net (loss)/gain fair value	-	-	-	(11,729)	-	-	-
TOTAL MISCELLANEOUS REVENUE	36,758	20,435	34,274	51,304	49,054	33,704	52,668
OTHER FINANCING SOURCES							
Capital Blandin Grant	-	-	-	-	-	-	-
Extraordinary Item	-	-	4,781	-	-	-	-
Insurance Recovery	-	-	-	-	-	-	-
Capital Contributions	-	-	115,400	-	-	7,500	-
Capital Contributions-Fundraiser	-	-	-	-	-	-	-
Sale of Capital Assets	-	-	-	-	-	-	-
Operating Transfer In	-	-	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES	-	-	120,181	-	-	7,500	-
GRAND TOTAL	\$ 599,921	\$ 656,080	\$ 899,421	\$ 869,104	\$ 836,786	\$ 855,089	866,553

* Civic Center Pmt for Labor

**CITY OF GRAND RAPIDS
GOLF COURSE DEPARTMENT
ACTUAL 2019-2022 EXPENSES, 2023 BUDGET, YEAR TO DATE, PROPOSED 2024 BUDGET**

	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	ACTUAL YTD 8/31/2023	PROPOSED 2024 BUDGET
EXPENSES							
PERSONNEL							
Salary-Fulltime	\$ 73,510	\$ 75,821	\$ 90,724	\$ 147,983	\$ 142,212	\$ 90,385	\$ 137,170
Salary-Fulltime/Overtime	-	-	-	2,053	3,000	748	3,000
Salary-Parttime	131,094	130,631	134,951	144,254	96,010	122,535	150,010
Salary-Parttime/Overtime	4,211	5,343	5,372	913	2,000	218	2,000
Contracted Service	2,000	3,147	2,000	2,600	1,800	-	1,800
PERA	8,838	9,288	10,947	11,451	11,901	8,066	11,523
FICA	12,785	12,970	14,061	17,268	15,080	13,162	18,115
Medicare	2,990	3,033	3,288	4,038	3,527	3,078	4,237
Health Insurance	18,824	20,074	20,324	40,121	43,847	30,332	45,755
Life Insurance	25	25	26	48	52	33	52
Dental Insurance	-	-	-	-	-	-	-
OPEB	-	-	-	-	-	-	-
Unemployment	8,385	5,387	1,705	495	9,000	19	1,000
Workers Compensation	1,695	1,911	2,358	3,240	3,307	3,231	4,776
TOTAL PERSONNEL	264,357	267,630	285,756	374,464	331,735	271,806	379,438
SUPPLIES & MATERIALS							
Office Supplies	1,695	611	1,271	2,058	2,000	760	2,000
Copy Supplies	12	14	16	39	-	-	-
Printing/Binding	2,364	11	771	149	150	511	150
Computer Supplies	-	-	-	-	-	395	400
Assets between \$700-\$2,499	1,813	-	-	3,120	-	1,203	1,200
Inventorial Supplies	2,397	1,140	8,684	4,091	4,200	687	4,200
Operating Supplies	3,133	5,166	5,283	8,530	8,500	4,480	8,500
Motor Fuels	12,250	8,452	12,415	19,845	20,000	12,226	20,000
Lubricants	969	421	269	539	550	285	550
Maintenance-Equip/Parts	6,594	4,558	5,558	7,827	8,000	9,928	8,000
Safety Supplies	543	463	22	-	-	-	-
Other Supplies/Materials	-	-	-	-	-	706	800
Equipment Parts	16,011	12,206	26,794	24,565	25,000	37,103	25,000
Turf Rehab	5,525	1,884	9,814	6,258	7,500	5,096	7,500
Flowers	2,659	1,435	3,891	3,222	4,000	5,859	4,000
Small Tools	-	172	293	-	-	-	-
TOTAL SUPPLIES & MATERIALS	55,965	36,533	75,080	80,243	79,900	79,240	82,300

CITY OF GRAND RAPIDS
GOLF COURSE DEPARTMENT
ACTUAL 2019-2022 EXPENSES, 2023 BUDGET, YEAR TO DATE, PROPOSED 2024 BUDGET

	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	ACTUAL YTD 8/31/2023	PROPOSED 2024 BUDGET
OTHER CHARGES & SERVICES							
Professional Services	-	-	78	-	-	-	-
Auditing/Accounting Services	11,004	11,049	10,977	11,442	9,500	5,214	9,500
Legal Services	161	-	-	-	-	-	-
Exterminator Service	-	118	224	-	500	-	500
Laundry/Linen Service	788	618	664	494	750	820	750
Janitorial Service	1,069	961	641	1,095	1,000	975	1,000
Other Contracted Services	54,365	56,234	58,718	64,821	55,000	41,494	55,000
Telephone	3,465	4,312	4,455	4,446	3,500	2,100	3,500
Postage/Freight	238	132	146	148	-	36	-
Seminar/Meetings/Schools	-	145	165	145	500	165	500
Auto License	-	19	-	19	-	-	-
Publishing & Advertising	3,928	2,838	3,486	2,248	3,000	2,733	3,000
General Insurance	7,816	7,386	5,661	8,590	8,400	7,848	8,400
Electricity	22,775	22,473	29,214	27,537	25,000	20,474	25,000
Garbage Removal	2,690	2,214	2,356	2,726	3,000	2,867	3,000
Septic/Sewer	2,290	3,482	13,990	5,033	5,000	3,065	5,000
Heat-Natural Gas	2,893	2,595	2,528	2,892	3,000	1,530	3,000
Maintenance Contract	8,588	8,391	9,276	13,253	10,000	4,548	10,000
Building Maint/Repairs	7,750	915	5,721	10,285	4,500	6,998	4,500
Computer Maintenance	1,989	1,669	1,424	2,118	1,000	143	1,000
Golf Simulator Expenses	-	-	3,770	25,484	20,000	30,861	32,000
Irrigation Maint/Supplies	1,184	6,632	6,757	-	5,000	3,420	5,000
Genl Equip Maint/Repairs	2,301	4,644	6,900	11,495	7,000	10,008	10,000
Fixture/Furniture Maint	1,144	433	206	4,908	3,000	816	3,000
Fertilizer/Chemicals	26,685	35,889	39,639	39,528	40,000	33,319	40,000
Tree Maintenance	4,108	7,945	8,451	-	5,000	944	5,000
Course Improvements	7,647	806	-	-	5,000	1,019	5,000
Equipment Rental	-	-	2,220	-	-	6,144	-
Winter Storage	1,800	1,800	1,800	1,845	1,900	1,890	1,900
MC/VISA Bank Charges	12,767	16,777	18,167	20,075	19,000	15,585	19,000
Miscellaneous	10	88	(6)	(7)	-	(8)	-
Permits & Dues	337	386	633	301	-	-	-
Dues & Subscriptions	3,642	3,769	3,474	7,107	5,500	6,014	6,000
Property Tax	3,551	3,609	3,652	3,519	4,000	2,881	4,000
4th of July Expenses	709	-	220	739	800	435	800
Clubhouse Loan Repayment	-	-	-	-	-	-	-
Golf Cart Maint/Repairs	-	20,488	-	537	3,000	-	3,000
Equipment Loan Repayment	-	-	-	-	-	-	-
Interest Exp (Equip & Clbhs)	4,983	5,081	3,391	1,657	1,366	1,366	1,366
Bad Debt Expense	495	-	-	-	-	-	-
Depreciation Expense	105,594	102,948	112,513	118,022	117,000	84,621	117,000
Transfer Out-Adm	3,500	-	-	-	-	-	-
Loss on Retirement -Fixed Asse	-	-	-	-	-	-	-
TOTAL OTHER CHRGS & SERV	312,266	336,846	361,513	392,505	371,216	300,325	386,716
TOTAL EXPENSES	632,588	641,009	722,348	847,212	782,851	651,372	848,454
REVENUE/(EXPENSES)	\$ (32,667)	\$ 15,071	\$ 177,073	\$ 21,891	\$ 53,935	\$ 203,717	\$ 18,099