



## **POKEGAMA GOLF COURSE BOARD MEETING AGENDA**

**Tuesday, December 21, 2021  
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 21, 2021 at 7:30 AM at Pokegama Golf Course, 3910 Golf Course Road, Grand Rapids, Minnesota.

**ROLL CALL:**

**APPROVE MINUTES:**

1. Approve minutes for November 16, 2021 regular meeting and December 7, 2021 special meeting.

**CLAIMS AND FINANCIAL STATEMENTS:**

2. Review and approve claims.

**VISITORS:**

**REPORTS:**

**BUSINESS:**

3. 2022-2026 CIP Discussion

**CORRESPONDENCE AND OPEN DISCUSSION:**

**ADJOURN:**

Pokegama Golf Course Board Meeting  
Tuesday, November 16, 2021  
7:30AM at PGC

Meeting called to order at 7:30AM by Brad Gallop

Roll Call: Bob Cahill, Brad Gallop, Pat Pollard, Kelly Kirwin, Steve Ross, Rick McDonald, John Bauer

Minutes: **Rick made a motion to approve the Minutes, Pat second, Motion Carried.**

Financials: **Pat made a motion to approve the bills in the amount of \$47,875.89. John second. Motion Carried.**

Report from Steve Ross: We are awaiting quotes for seal coating and a quote from Hawkinson for cart path project. Steve and Cody have looked at locations for 8 green tees and assessed the improved irrigation options for several of the current front tees and future green tee locations. Steve also asked that we continue to have a discussion throughout the winter regarding starting wages for his summer crew. Maintenance Building project is moving forward.

Report from Bob Cahill: Review of 2022 operational budget and CIP. Asphalt and sealant project are included. **Pat made a motion to approve the 2022 Budget proposed with one adjustment to increase part-time salaries from \$127,000 to \$137,000. John second. Motion carried.**

**Pat made a motion to approve the CIP. Rick second, Motion carried.**

Meeting adjourned at 8:45AM.

Minutes respectfully submitted by Kelly Kirwin

Pokegama Golf Course Special Board Meeting  
Tuesday, December 7, 2021  
7:30AM at PGC

Meeting called to order at 7:30AM by Brad Gallop

Roll Call: Bob Cahill, Brad Gallop, Pat Pollard, Kelly Kirwin, Rick McDonald, John Bauer

Brad Gallop called the meeting to order at 7:36AM.

Pat made a motion to approve a \$7,500 payment to Trackman Inc. for the down payment for the rendering of Pokegama Golf Course that will take place next summer. Rick Second. Motion Carried.

Andrew Gesme and Keith Anderson are donating the \$15,000 for the mapping and rendering of Pokegama Golf Course by Trackman Inc. Pokegama Golf Course will be 1 of 3 Minnesota courses that will be available on all Trackman indoor golf simulators throughout the country. This is an incredible gift from these two families to make this possible for Pokegama Golf Course.

Pat made a motion to approve a basic 6% increase to PGC season pass rates for 2022. The motion includes the other minor adjustments recommended by the group to green fees, Senior fees on Wednesdays and driving range buckets. John Second. Motion Carried.

Meeting adjourned at 8:00AM.

Minutes respectfully submitted by Kelly Kirwin

DATE: 12/15/2021  
 TIME: 14:46:15  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 12/21/2021

VENDOR #	NAME	AMOUNT DUE
-----		
POKEGAMA GOLF COURSE		
0114900	ANY WAY YOU WANT IT MOVING &	106.88
0221650	BURGGRAF'S ACE HARDWARE	43.78
0701650	GARTNER REFRIGERATION CO	578.50
0718010	CITY OF GRAND RAPIDS	7,475.00
0718555	GROOMS YARD SERVICES	1,868.00
1200500	L&M SUPPLY	217.93
1309280	MN DEPT OF NAT'L RESOURCES-OMB	567.25
1315625	MOR GOLF AND UTILITY	141.59
1401650	NARDINI FIRE EQUIPMENT CO INC	772.12
1801530	NORTHERN MN WATER COND DBA	60.95
1815711	ROSS GOLF COURSE	4,796.13
2018680	TRU NORTH ELECTRIC LLC	110.45
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$16,738.58
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0100053	AT&T MOBILITY	54.37
0113216	AMERICAN BANK	616.74
0315329	CITY OF COHASSET	267.74
0718015	GRAND RAPIDS CITY PAYROLL	14,871.34
1309335	MINNESOTA REVENUE	1,249.04
1405850	NEXTERA COMMUNICATIONS LLC	15.67
1516220	OPERATING ENGINEERS LOCAL #49	1,527.00
1621130	P.U.C.	1,976.66
2000490	TDS Metrocom	122.23
2018063	TRACKMAN INC	7,500.00
2114750	UNUM LIFE INSURANCE CO OF AMER	2.15
2209665	VISA	123.90
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$28,326.84
TOTAL ALL DEPARTMENTS		\$45,065.42

DATE: 12/15/2021  
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 ID: AP442000.WOW

CITY OF GRAND RAPIDS  
 VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 12/21/2021  
 INVOICES IN BATCH GC1221

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0100053	AT&T MOBILITY	41,875.87	54.37
0113216	AMERICAN BANK	0.00	616.74
0114900	ANY WAY YOU WANT IT MOVING &	864.66	106.88
0221650	BURGGRAF'S ACE HARDWARE	21,238.84	43.78
0315329	CITY OF COHASSET	2,446.29	267.74
0701650	GARTNER REFRIGERATION CO	77,191.79	578.50
0718010	CITY OF GRAND RAPIDS	149,412.87	7,475.00
0718015	GRAND RAPIDS CITY PAYROLL	6,589,991.22	14,871.34
0718555	GROOMS YARD SERVICES	0.00	1,868.00
1200500	L&M SUPPLY	14,063.86	217.93
1309280	MN DEPT OF NAT'L RESOURCES-OMB	0.00	567.25
1309335	MINNESOTA REVENUE	60,397.37	1,249.04
1315625	MOR GOLF AND UTILITY	7,912.44	141.59
1401650	NARDINI FIRE EQUIPMENT CO INC	1,816.54	772.12
1405850	NEXTERA COMMUNICATIONS LLC	5,029.54	15.67
1516220	OPERATING ENGINEERS LOCAL #49	1,335,734.00	1,527.00
1621130	P.U.C.	448,510.44	1,976.66
1801530	NORTHERN MN WATER COND DBA	755.10	60.95
1815711	ROSS GOLF COURSE	51,547.90	4,796.13
2000490	TDS Metrocom	6,325.85	122.23
2018063	TRACKMAN INC	120,889.22	7,500.00
2018680	TRU NORTH ELECTRIC LLC	18,163.62	110.45
2114750	UNUM LIFE INSURANCE CO OF AMER	2,960.12	2.15
2209665	VISA	74,390.16	123.90
TOTAL ALL VENDORS:			45,065.42

DETAILED POKEGAMA GOLF COURSE BILL LIST - DECEMBER 21, 2021

DATE: 12/15/21  
TIME: 14:37:13  
ID: AP441000.WOW

CITY OF GRAND RAPIDS  
DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/21/2021

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0100053 AT&T MOBILITY								
G	11/15/21	01	GC NOV CELL SVC	999-99-00-00-1000			12/21/21	54.37
				HOLDING ACCOUNT				
							INVOICE TOTAL:	54.37
							VENDOR TOTAL:	54.37
0113216 AMERICAN BANK								
G	10/01/21	01	GC OCT CR CARD FEES	999-99-00-00-1000			12/21/21	616.74
				HOLDING ACCOUNT				
							INVOICE TOTAL:	616.74
							VENDOR TOTAL:	616.74
0114900 ANY WAY YOU WANT IT MOVING &								
119212-G	11/30/21	01	20FT CONTAINER RENTAL-NOV	613-00-50-30-4025	20213766		12/21/21	100.00
		02	STAX #POKEGAMA GC	613-00-50-30-4025	20213766			6.88
				GOLF SIMULATOR EXPENSES				
				GOLF SIMULATOR EXPENSES				
							INVOICE TOTAL:	106.88
							VENDOR TOTAL:	106.88
0221650 BURGGRAF'S ACE HARDWARE								
358864-G	11/18/21	01	358864 T-HANDLE HEX KEY 6PC 6"	613-00-50-30-4025	20213762		12/21/21	21.99
		02	ROLLER SPLINE PLASTIC	613-00-50-30-4025	20213762			5.99
		03	LATCHING TOTE 7.5QT CLR	613-00-50-30-4025	20213762			5.99
		04	GARAGESALE ALL SALES FINAL	613-00-50-30-4025	20213762			6.99
		05	STAX #136267	613-00-50-30-4025	20213762			2.82
				GOLF SIMULATOR EXPENSES				
				GOLF SIMULATOR EXPENSES				
							INVOICE TOTAL:	43.78
							VENDOR TOTAL:	43.78

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0315329 CITY OF COHASSET								
G	12/06/21	01	GC NOV NTL GAS	999-99-00-00-1000			12/21/21	267.74
				HOLDING ACCOUNT				
								INVOICE TOTAL: 267.74
								VENDOR TOTAL: 267.74
0701650 GARTNER REFRIGERATION CO								
88073-G	12/06/21	01	88073 HVAC INSPECT/CHG FLTR	613-00-50-30-4000	20213765		12/21/21	578.50
				MAINTENANCE CONTRACTS				
								INVOICE TOTAL: 578.50
								VENDOR TOTAL: 578.50
0718010 CITY OF GRAND RAPIDS								
21/502-G	11/17/21	01	21/502 2021 ACCOUNTING FEES	613-00-50-30-3010	20213761		12/21/21	6,375.00
				AUDITING/ACCOUNTING SERVIC				
								INVOICE TOTAL: 6,375.00
21/509-G	11/17/21	01	21/509 2021 IT FEES	613-00-50-30-4020	20213761		12/21/21	1,100.00
				COMPUTER MAINTENANCE				
								INVOICE TOTAL: 1,100.00
								VENDOR TOTAL: 7,475.00
0718015 GRAND RAPIDS CITY PAYROLL								
G	11/05/21	01	GC 11/05/21 PAYROLL	999-99-00-00-1000			12/21/21	9,107.34
				HOLDING ACCOUNT				
		02	GC 11/19/21 PAYROLL	999-99-00-00-1000				5,764.00
				HOLDING ACCOUNT				
								INVOICE TOTAL: 14,871.34
								VENDOR TOTAL: 14,871.34
0718555 GROOMS YARD SERVICES								
4327-G	11/16/21	01	DOCK INSTALLATION	613-00-50-30-3100	20213789		12/21/21	88
				OTHER CONTRACTED SERVICE				

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0718555 GROOMS YARD SERVICES								
4327-G	11/16/21	02	DOCK REPAIR-DOCK TIRES	613-00-50-30-3100	20213789		12/21/21	150.00
				OTHER CONTRACTED SERVICE				
		03	MATERIALS-TIRE/LABOR ACHESON	613-00-50-30-3100	20213789			310.00
				OTHER CONTRACTED SERVICE				
		04	DISCOUNT DOCK INSTALL	613-00-50-30-3100	20213789			-176.00
				OTHER CONTRACTED SERVICE				
						INVOICE TOTAL:		1,164.00
4997-G								
	11/16/21	01	DOCK REMOVAL	613-00-50-30-3100	20213790		12/21/21	880.00
				OTHER CONTRACTED SERVICE				
		02	DISCOUNT DOCK REMOVAL	613-00-50-30-3100	20213790			-176.00
				OTHER CONTRACTED SERVICE				
						INVOICE TOTAL:		704.00
						VENDOR TOTAL:		1,868.00
1200500 L&M SUPPLY								
10567758-G	11/12/21	01	10567758 BATTERY DURASTART AA	613-00-50-20-2100	20213760		12/21/21	11.98
				OPERATING SUPPLIES				
		02	BATTERY DURASTART AAA ALKALINE	613-00-50-20-2100	20213760			5.99
				OPERATING SUPPLIES				
		03	STAX #1000002171	613-00-50-20-2100	20213760			1.24
				OPERATING SUPPLIES				
						INVOICE TOTAL:		19.21
10571979-G								
	11/14/21	01	10571979 BENCH 6' FOLDING	613-00-50-20-2100	20213760		12/21/21	77.98
				OPERATING SUPPLIES				
		02	STAX #1000002171	613-00-50-20-2100	20213760			5.36
				OPERATING SUPPLIES				
						INVOICE TOTAL:		83.34
10574371-G								
	11/16/21	01	10574371 TABLE FOLDING 4FT	613-00-50-20-2100	20213760		12/21/21	87.98
				OPERATING SUPPLIES				
		02	WIREMOLD CORD PROTECTOR IVORY	613-00-50-20-2100	20213760			19.98
				OPERATING SUPPLIES				



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1200500 L&M SUPPLY								
10574371-G	11/16/21	03	STAX #1000002171	613-00-50-20-2100	20213760		12/21/21	7.42
				OPERATING SUPPLIES				
							INVOICE TOTAL:	115.38
							VENDOR TOTAL:	217.93
1309280 MN DEPT OF NAT'L RESOURCES-OMB								
1977-2142/2021-G	11/11/21	01	2021 WATER USE MIN FEE	613-00-50-30-4327	20213753		12/21/21	140.00
		02	SUMER SURCHARGE #1977-2142	613-00-50-30-4327	20213753			427.25
				PERMITS & DUES				
							INVOICE TOTAL:	567.25
							VENDOR TOTAL:	567.25
1309335 MINNESOTA REVENUE								
G	11/22/21	01	GC OCT SALES & USE TAX	999-99-00-00-1000			12/21/21	1,249.04
				HOLDING ACCOUNT				
							INVOICE TOTAL:	1,249.04
							VENDOR TOTAL:	1,249.04
1315625 MOR GOLF AND UTILITY								
29958-G	11/30/21	01	ASM REAR CANOPY SUPPORT	613-00-50-20-2210	20213764		12/21/21	112.84
		02	SHIPPING & HANDLING	613-00-50-20-2210	20213764			19.33
		03	STAX #100129	613-00-50-20-2210	20213764			9.42
				EQUIPMENT PARTS				
							INVOICE TOTAL:	141.59
							VENDOR TOTAL:	141.59
1401650 NARDINI FIRE EQUIPMENT CO INC								
IV00190742-G	12/02/21	01	190742 INSPCT ALARM SYS	613-00-50-30-4000	20213769		12/21/21	20
				MAINTENANCE CONTRACTS				

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1401650	NARDINI FIRE EQUIPMENT CO INC							
IV00190742-G	12/02/21	02	RESTAURANT 2 TANK SYS MAINT	613-00-50-30-4000	20213769		12/21/21	198.00
				MAINTENANCE CONTRACTS				
		03	RESTAURANT 2 TANK SYS MATERIAL	613-00-50-30-4000	20213769			130.00
				MAINTENANCE CONTRACTS				
		04	12V 7AH SLA 187 FASTON BATTERY	613-00-50-30-4000	20213769			54.00
				MAINTENANCE CONTRACTS				
		05	INTERNAL PIPE INSPECT	613-00-50-30-4000	20213769			18.00
				MAINTENANCE CONTRACTS				
		06	STAX #16540	613-00-50-30-4000	20213769			26.40
				MAINTENANCE CONTRACTS				
							INVOICE TOTAL:	626.40
IV00190744-G	12/02/21	01	190744 EMERGNCY EXIT LOAD TEST	613-00-50-30-4000	20213769		12/21/21	60.00
				MAINTENANCE CONTRACTS				
		02	INSPECT ABC FIRE EXT 10#	613-00-50-30-4000	20213769			40.64
				MAINTENANCE CONTRACTS				
		03	EMERG EXIT LIGHT QUICK TEST	613-00-50-30-4000	20213769			40.00
				MAINTENANCE CONTRACTS				
		04	INSPCT KITCHEN FIRE EXT 6LTR	613-00-50-30-4000	20213769			5.08
				MAINTENANCE CONTRACTS				
							INVOICE TOTAL:	145.72
							VENDOR TOTAL:	772.12
1405850	NEXTERA COMMUNICATIONS LLC							
G	11/15/21	01	GC NOV PHN SERVICES	999-99-00-00-1000			12/21/21	15.67
				HOLDING ACCOUNT				
							INVOICE TOTAL:	15.67
							VENDOR TOTAL:	15.67
1516220	OPERATING ENGINEERS LOCAL #49							
G	11/15/21	01	GC DEC HEALTH INS PREMIUM	999-99-00-00-1000			12/21/21	1,527.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	1,527.00
							VENDOR TOTAL:	1,527.00

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DETAILED POKEGAMA GOLF COURSE BILL LIST - DECEMBER 21, 2021

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
1621130	P.U.C.							
G	10/31/21	01	GC OCT UTILITIES	999-99-00-00-1000			12/21/21	1,976.66
				HOLDING ACCOUNT				
								INVOICE TOTAL: 1,976.66
								VENDOR TOTAL: 1,976.66
1801530	NORTHERN MN WATER COND DBA							
613075-G	12/01/21	01	613075 11/8 WATER-5 GAL DELVRD	613-00-50-20-2100	20213777		12/21/21	7.45
				OPERATING SUPPLIES				
		02	DELIVERY CHARGE	613-00-50-20-2100	20213777			3.25
				OPERATING SUPPLIES				
								INVOICE TOTAL: 10.70
613103-G	12/01/21	01	613103 11/22 WATER-5 GAL DLVRD	613-00-50-20-2100	20213777		12/21/21	37.25
				OPERATING SUPPLIES				
		02	DELIVERY CHARGE #4812	613-00-50-20-2100	20213777			13.00
				OPERATING SUPPLIES				
								INVOICE TOTAL: 50.25
								VENDOR TOTAL: 60.95
1815711	ROSS GOLF COURSE							
JAN2022-G	12/21/21	01	JAN 2022 PRE-PAID MNT SERV CON	613-00-00-00-1550	20213806		12/21/21	4,796.13
				PREPAID EXPENSES				
								INVOICE TOTAL: 4,796.13
								VENDOR TOTAL: 4,796.13
2000490	TDS Metrocom							
G	11/22/21	01	GC NOV PHN SERVICES	999-99-00-00-1000			12/21/21	122.23
				HOLDING ACCOUNT				
								INVOICE TOTAL: 122.23
								VENDOR TOTAL: 122.23

2018063 TRACKMAN INC

DETAILED POKEGAMA GOLF COURSE BILL LIST - DECEMBER 21, 2021

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2018063 TRACKMAN INC								
G	12/07/21	01	PGC SIMULATOR MAPPING	999-99-00-00-1000 HOLDING ACCOUNT			12/21/21	7,500.00
							INVOICE TOTAL:	7,500.00
							VENDOR TOTAL:	7,500.00
2018680 TRU NORTH ELECTRIC LLC								
1279-G	11/15/21	01	LABOR GOLF SIMULATOR	613-00-50-30-4025	20213763		12/21/21	80.00
				GOLF SIMULATOR EXPENSES				
		02	WIRE APPLIANCE CORD W/CONNCTRS	613-00-50-30-4025	20213763			30.45
				GOLF SIMULATOR EXPENSES				
							INVOICE TOTAL:	110.45
							VENDOR TOTAL:	110.45
2114750 UNUM LIFE INSURANCE CO OF AMER								
G	11/22/21	01	GC DEC LIFE INS	999-99-00-00-1000 HOLDING ACCOUNT			12/21/21	2.15
							INVOICE TOTAL:	2.15
							VENDOR TOTAL:	2.15
2209665 VISA								
G	11/15/21	01	TELEPOLE SOLAR LIGHT	999-99-00-00-1000 HOLDING ACCOUNT			12/21/21	123.90
							INVOICE TOTAL:	123.90
							VENDOR TOTAL:	123.90
							TOTAL ALL INVOICES:	45,065.42