

## **POKEGAMA GOLF COURSE BOARD MEETING**

NOTICE IS HEREBY GIVEN, that the regular meeting of the Pokegama Golf Course Board will be held Tuesday, December 17, 2019 at 7:30 am. *Pokegama Golf Course Clubhouse*, 3910 Golf Course Road, Grand Rapids, MN, 55744 to discuss the following:

- I. Call to Order
- II. Approve Minutes
- III. Consideration of Monthly Bills and Financial Statement
- IV. Visitors
- V. Grounds Superintendent
- VI. Concessions.
- VII. Director of Golf
- VIII. Old Business
- IX. New Business
- X. Correspondence and Open Discussion
- XI. Adjourn.

**Copies to:**

Golf Course Board  
Lynn DeGrio  
City Clerk  
File Copy  
Finance Director  
Bob Cahill  
City Administrator  
City Council

GRAND RAPIDS GOLF COURSE BOARD  
SPECIAL MEETING  
November 7, 2019  
7:30 AM

Present: Larry O'Brien, Brad Gallop, Pat Pollard

Absent: Kelly Kirwin, John Bauer

Staff: Bob Cahill      Director of Golf  
Steve Ross      Grounds Superintendent

- I. Pat Pollard called the meeting to order.
- II. Visitors:      None
- III. Discussions took place relating to proposed 2020 membership rates and fees, 2020 budget, and the Capital Improvement Plan. Brad Gallop made a motion to modify the Capital Improvement Plan for 2020 to include additional pieces of equipment. Larry O'Brien seconded the motion. The motion passed. Brad Gallop made a motion to increase and modify some membership fees for 2020. Larry O'Brien seconded the motion. The motion passed. Some budget clarifications will take place prior to approving the budget at the regular November meeting.

Respectfully Submitted,

Larry O'Brien  
Recording Secretary

GRAND RAPIDS GOLF COURSE BOARD  
REGULAR MONTHLY MEETING  
November 19, 2019  
7:30 AM

Present: Brad Gallop, Pat Pollard, Larry O'Brien  
Absent: Kelly Kirwin, John Bauer  
Staff: Steve Ross Grounds Superintendent

- I. Pat Pollard called the meeting to order.
- II. Brad Gallop made a motion to accept the minutes of the October 15, 2019 Board meeting and the November 7, 2019 Special Board meeting. Pat Pollard seconded the motion. The motion passed.
- III. Consideration of monthly bills: Brad Gallop made a motion to approve the bill list. Larry O'Brien seconded the motion. The motion passed. Brad Gallop made a motion to approve a separate bill to Northland Fire & Safety for \$960.81. Larry O'Brien seconded the motion. The motion passed.

AT&T MOBILITY	53.65
AMERICAN BANK	1,259.98
CITY OF COHASSET	173.82
DAVIS OIL INC	1,480.96
GRAND RAPIDS CITY PAYROLL	18,704.46
L&M SUPPLY	75.34
MN DEPT OF NAT'L RESOURCES-OMB	336.75
MINNESOTA REVENUE	2,958.79
MINNESOTA TORO	119.14
MINNESOTA UNEMPLOYMENT COMP FD	16.56
MOR GOLF AND UTILITY	475.56
NARDINI FIRE EQUIPMENT CO INC	1,034.34
NEXTERA COMMUNICATIONS LLC	3.85
NAPA SUPPLY OF GRAND RAPIDS	59.91
NORTHERN SAFETY & INDUSTRIAL	260.64
PA JONES, LLC	2,405.44
P.U.C.	2,306.98
NORTHERN MN WATER COND DBA	27.35
RAPIDS PLUMBING & HEATING INC	354.00
ROSS GOLF COURSE	4,421.28
TDS Metrocom	185.85
TURFWERKS	146.57
UNUM LIFE INSURANCE CO OF AMER	2.05
TOTAL ALL VENDORS:	36,863.27

- IV. Visitors: None
- V. Grounds Superintendent: Steve Ross reported. Season has pretty much wrapped up. Cody is still working a bit longer. Some equipment purchases for 2020 were discussed and will be considered after a successful spring opening.
- VI. Concessions: No report.

- VII. Director of Golf: No report.
- VIII. Old Business: Brad Gallop made a motion to approve the 2020 budget. Larry O'Brien seconded the motion. The motion passed.
- IX. New Business: None
- X. Correspondence and Open Discussion: None.
- XI. Adjourn: Larry O'Brien made a motion to adjourn the meeting. Brad Gallop seconded the motion. The motion passed.

Respectfully Submitted,

Larry O'Brien  
Recording Secretary

POKEGAMA GOLF COURSE BILL LIST - DECEMBER 17, 2019

DATE: 12/11/2019  
 TIME: 11:19:42  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 12/17/2019

VENDOR #	NAME	AMOUNT DUE
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POKEGAMA GOLF COURSE		
0718010	CITY OF GRAND RAPIDS	7,475.00
1200500	L&M SUPPLY	183.63
1401650	NARDINI FIRE EQUIPMENT CO INC	397.71
1801530	NORTHERN MN WATER COND DBA	17.40
1815711	ROSS GOLF COURSE	4,542.86

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 12,616.60

CHECKS ISSUED-PRIOR APPROVAL  
 PRIOR APPROVAL

0100053	AT&T MOBILITY	54.42
0113216	AMERICAN BANK	340.25
0315329	CITY OF COHASSET	276.79
0718015	GRAND RAPIDS CITY PAYROLL	12,776.89
1309335	MINNESOTA REVENUE	537.23
1405850	NEXTERA COMMUNICATIONS LLC	3.72
1415534	NORTHLAND FIRE & SAFETY INC	960.81
1516220	OPERATING ENGINEERS LOCAL #49	1,402.00
1621130	P.U.C.	1,400.02
2000490	TDS Metrocom	184.44
2114750	UNUM LIFE INSURANCE CO OF AMER	2.05
2209665	VISA	220.91
2301700	WASTE MANAGEMENT OF MN INC	187.20

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 18,346.73

TOTAL ALL DEPARTMENTS 30,963.33

ALPHA POKEGAMA GOLF COURSE BILL LIST - DECEMBER 17, 2019

DATE: 12/11/2019  
 TIME: 11:22:46  
 ID: AP442000.WOW

CITY OF GRAND RAPIDS  
 VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 12/17/2019  
 INVOICES IN BATCH GC1217

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0100053	AT&T MOBILITY	30,172.15	54.42
0113216	AMERICAN BANK	0.00	340.25
0315329	CITY OF COHASSET	2,947.09	276.79
0718010	CITY OF GRAND RAPIDS	85,068.40	7,475.00
0718015	GRAND RAPIDS CITY PAYROLL	6,538,986.07	12,776.89
1200500	L&M SUPPLY	9,036.24	183.63
1309335	MINNESOTA REVENUE	50,396.14	537.23
1401650	NARDINI FIRE EQUIPMENT CO INC	3,357.22	397.71
1405850	NEXTERA COMMUNICATIONS LLC	4,873.33	3.72
1415534	NORTHLAND FIRE & SAFETY INC	960.81	960.81
1516220	OPERATING ENGINEERS LOCAL #49	1,152,882.00	1,402.00
1621130	P.U.C.	406,089.22	1,400.02
1801530	NORTHERN MN WATER COND DBA	544.10	17.40
1815711	ROSS GOLF COURSE	48,986.76	4,542.86
2000490	TDS Metrocom	8,106.14	184.44
2114750	UNUM LIFE INSURANCE CO OF AMER	2,838.43	2.05
2209665	VISA	66,804.94	220.91
2301700	WASTE MANAGEMENT OF MN INC	33,345.86	187.20
TOTAL ALL VENDORS:			30,963.33

DETAILED POKEGAMA GOLF COURSE BILL LIST - DECEMBER 17, 2019

DATE: 12/11/19  
 TIME: 11:24:27  
 ID: AP441000.WOW

CITY OF GRAND RAPIDS  
 DETAIL BOARD REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 12/17/2019  
 INVOICES IN BATCH GC1217

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0113216			AMERICAN BANK					
G	11/30/19	01	GC OCT CR CARD FEE'S	999-99-00-00-1000 HOLDING ACCOUNT			12/17/19	340.25
								INVOICE TOTAL: 340.25
								VENDOR TOTAL: 340.25
0100053			AT&T MOBILITY					
G	11/18/19	01	GC NOV CELL PHN SERVICE	999-99-00-00-1000 HOLDING ACCOUNT			12/17/19	54.42
								INVOICE TOTAL: 54.42
								VENDOR TOTAL: 54.42
0315329			CITY OF COHASSET					
G	12/09/19	01	GC NOV NTL GAS SERV	999-99-00-00-1000 HOLDING ACCOUNT			12/17/19	276.79
								INVOICE TOTAL: 276.79
								VENDOR TOTAL: 276.79
0718010			CITY OF GRAND RAPIDS					
19/382-G	12/04/19	01	2019 ACCOUNTING FEE/POK GOLF	613-00-50-30-3010 AUDITING/ACCOUNTING SERVIC	19003777		12/17/19	6,375.00
								INVOICE TOTAL: 6,375.00
19/387-G	12/04/19	01	2019 IT FEES/POK GOLF	613-00-50-30-4020 COMPUTER MAINTENANCE	19003777		12/17/19	1,100.00
								INVOICE TOTAL: 1,100.00
								VENDOR TOTAL: 7,475.00
0718015			GRAND RAPIDS CITY PAYROLL					
G	11/22/19	01	GC 11/22/19 PAYROLL	999-99-00-00-1000 HOLDING ACCOUNT			12/17/19	5,626.89

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 DETAIL BOARD REPORT

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 INVOICES IN BATCH GC1217

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0718015			GRAND RAPIDS CITY PAYROLL					
G	11/22/19	02	GC 11/08/19 PAYROLL	999-99-00-00-1000 HOLDING ACCOUNT			12/17/19	7,150.00
1200500			L&M SUPPLY					
9441624-G	11/06/19	01	PAINT & SUNDRIES	613-00-50-20-2150 19003857 MAINT/EQUIPMENT SUPPLIES			12/17/19	76.43
		02	STAX CUST#10-2171 POK GOLF	613-00-50-20-2150 19003857 MAINT/EQUIPMENT SUPPLIES				5.25
							INVOICE TOTAL:	12,776.89
							VENDOR TOTAL:	12,776.89
9453594-G	11/12/19	01	CONNECTOR EMT 1/2 SET SCREW	613-00-50-20-2150 19003600 MAINT/EQUIPMENT SUPPLIES			12/17/19	1.58
		02	SKIPPY PEANUTBUTTER	613-00-50-20-2150 19003600 MAINT/EQUIPMENT SUPPLIES				3.99
		03	LIGHT SECURITY LED GREY	613-00-50-20-2150 19003600 MAINT/EQUIPMENT SUPPLIES				78.99
		04	BULK FASTNERS	613-00-50-20-2150 19003600 MAINT/EQUIPMENT SUPPLIES				0.80
		05	BULK FASTNERS	613-00-50-20-2150 19003600 MAINT/EQUIPMENT SUPPLIES				1.68
		06	THREADED PLATED 5/16	613-00-50-20-2150 19003600 MAINT/EQUIPMENT SUPPLIES				3.96
		07	ELECTRICAL BOX METAL	613-00-50-20-2150 19003600 MAINT/EQUIPMENT SUPPLIES				1.49
		08	CONDUIT 1/2" STEEL FLEX	613-00-50-20-2150 19003600 MAINT/EQUIPMENT SUPPLIES				3.16
		09	STAX CUST #10-2171 POK GOLF	613-00-50-20-2150 19003600 MAINT/EQUIPMENT SUPPLIES				6.30
							INVOICE TOTAL:	101.95
							VENDOR TOTAL:	183.63



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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1309335			MINNESOTA REVENUE					
G	11/20/19	01	GC OCT USE TAX PAYABLE	999-99-00-00-1000 HOLDING ACCOUNT			12/17/19	31.92
		02	GC OCT SALES TAX PAYABLE	999-99-00-00-1000 HOLDING ACCOUNT				505.31
								INVOICE TOTAL: 537.23
								VENDOR TOTAL: 537.23
1401650			NARDINI FIRE EQUIPMENT CO INC					
125826-G	12/03/19	01	PHOTO DET 4-WIRE 12/24 VDC	613-00-50-30-4000 19003858 MAINTENANCE CONTRACTS			12/17/19	73.65
		02	DEMAND SERV-FIRE ALARM SYST	613-00-50-30-4000 19003858 MAINTENANCE CONTRACTS				279.00
		03	TRIP CHARGE SITE#16540/#2595	613-00-50-30-4000 19003858 MAINTENANCE CONTRACTS				40.00
		04	STAX SITE#16540 Pok Golf Only	613-00-50-30-4000 MAINTENANCE CONTRACTS				5.06
								INVOICE TOTAL: 397.71
								VENDOR TOTAL: 397.71
1405850			NEXTERA COMMUNICATIONS LLC					
G	11/12/19	01	GC OCT PHN SERVICES	999-99-00-00-1000 HOLDING ACCOUNT			12/17/19	3.72
								INVOICE TOTAL: 3.72
								VENDOR TOTAL: 3.72
1415534			NORTHLAND FIRE & SAFETY INC					
G	11/25/19	01	SPC MOTION 11/19 MTG HOOD CLNG	999-99-00-00-1000 HOLDING ACCOUNT			12/17/19	960.81
								INVOICE TOTAL: 960.81
								VENDOR TOTAL: 960.81

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PAGE: 4

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1516220			OPERATING ENGINEERS LOCAL #49					
G	11/18/19	01	GC DEC HEALTH INS PREMIUM	999-99-00-00-1000			12/17/19	1,402.00
				HOLDING ACCOUNT				
								INVOICE TOTAL: 1,402.00
								VENDOR TOTAL: 1,402.00
1621130			P.U.C.					
G	11/18/19	01	GC OCT UTILITIES	999-99-00-00-1000			12/17/19	1,400.02
				HOLDING ACCOUNT				
								INVOICE TOTAL: 1,400.02
								VENDOR TOTAL: 1,400.02
1801530			NORTHERN MN WATER COND DBA					
610585-g	11/04/19	01	WATER 5 GAL DEL	613-00-50-20-2100	19003779		12/17/19	14.90
				OPERATING SUPPLIES				
		02	DELIVERY CHARGE/CUST#4812	613-00-50-20-2100	19003779			2.50
				OPERATING SUPPLIES				
								INVOICE TOTAL: 17.40
								VENDOR TOTAL: 17.40
1815711			ROSS GOLF COURSE					
JAN2020-G	12/17/19	01	JAN 2020 PRE-PAID MNT SERV CON	613-00-00-00-1550	19003496		12/17/19	4,542.86
				PREPAID EXPENSES				
								INVOICE TOTAL: 4,542.86
								VENDOR TOTAL: 4,542.86
2000490			TDS Metrocom					
G	11/25/19	01	GC NOV PHN SERVICES	999-99-00-00-1000			12/17/19	184.44
				HOLDING ACCOUNT				
								INVOICE TOTAL: 184.44
								VENDOR TOTAL: 184.44

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2114750			UNUM LIFE INSURANCE CO OF AMER					
G	11/18/19	01	GC DEC LIFE INS PREMIUM	999-99-00-00-1000			12/17/19	2.05
			HOLDING ACCOUNT					
								2.05
								2.05
2209665			VISA					
G	11/25/19	01	INK TONER STORE/GC TONER	999-99-00-00-1000			12/17/19	220.91
			HOLDING ACCOUNT					
								220.91
								220.91
2301700			WASTE MANAGEMENT OF MN INC					
G	11/12/19	01	GC NOV FINAL 2019 GARBAGE SERV	999-99-00-00-1000			12/17/19	187.20
			HOLDING ACCOUNT					
								187.20
								187.20
								30,963.33

TOTAL ALL INVOICES: