

POKEGAMA GOLF COURSE BOARD MEETING

**TUESDAY, December 20, 2016
8:00 am**

***Conference Room 2B
420 North Pokegama Avenue***

NOTICE IS HEREBY GIVEN, that a regular meeting of the Pokegama Golf Course Board has been scheduled for ***Tuesday, December 20, 2016 at 8:00 am***, Conference Room 2B, Grand Rapids City Hall, 420 North Pokegama Avenue, 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
REGULAR MONTHLY MEETING
November 15, 2016
8:00 AM

Present: Kelly Kirwin, Larry O'Brien, Todd Roth

Absent: Brad Gallop, Pat Pollard

Staff: Bob Cahill Director of Golf
Steve Ross Grounds Superintendent

- I. Kelly Kirwin called the meeting to order.
- II. Todd Roth made a motion to accept the minutes of the October 18, 2016 Board meeting. Larry O'Brien seconded the motion. The motion passed.
- III. Consideration of monthly bills: Todd Roth made a motion to approve the bill list. Larry O'Brien seconded the motion. The motion passed.

AMERIPRIDE LINEN & APPAREL	79.17
ARROWHEAD INSIDER, LLC	429.00
BLUE CROSS & BLUE SHIELD OF MN	2,003.00
BUNES SEPTIC SERVICE INC	2,044.50
CITY OF COHASSET	158.58
DELTA DENTAL OF MINNESOTA	123.55
GRAND RAPIDS CITY PAYROLL	21,493.41
GRAND RAPIDS STATE BANK	2,186.36
HYDROBLAST DEGREASING INC	499.00
MINNESOTA REVENUE	3,576.72
NEXTERA COMMUNICATIONS LLC	3.93
NAPA SUPPLY OF GRAND RAPIDS P.U.C.	27.89
QUALITY REFRIGERATION & HTG	2,788.62
NORTHERN MN WATER COND DBA	128.50
RAPID RENTAL	86.30
STEVE ROSS DBA ROSS GOLF	157.47
TDS Metrocom	4,166.63
TURFWERKS	188.71
UNUM LIFE INSURANCE CO OF AMER	117.56
VANTIV INTEGRATED PAYMENTS	4.10
VERIZON WIRELESS	31.66
WASTE MANAGEMENT	95.93
	264.09
TOTAL ALL VENDORS:	40,654.68

IV. Visitors: None

V. Grounds Superintendent: Steve Ross reported. Greens will be covered on Thursday and flags will be pulled for the season. There was considerable discussion on equipment needs including a greens mower, two fairway mowers, an approach and collar mower, and a sand trap rake. Todd Roth made a motion to present a capital improvement plan to the City Council that would allow the golf course to purchase part of or the entire list at approximately \$182,000. Larry O'Brien seconded the motion. The motion passed.

VI. Concessions: No report

- VII. Director of Golf: Bob Cahill reported. The 2017 budget was discussed. Todd Roth made a motion to approve the proposed 2017 budget. Larry O'Brien seconded the motion. The motion passed.
- VIII. Old Business: None
- IX. New Business: None
- X. Correspondence and Open Discussion: None.
- XI. Adjourn: Todd Roth made a motion to adjourn the meeting. Larry O'Brien seconded the motion. The motion passed.

Respectfully Submitted,

Larry O'Brien
Recording Secretary

POKEGAMA GOLF COURSE BILL LIST - DECEMBER 20, 2016

DATE: 12/14/2016
 TIME: 12:27:29
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 12/20/2016

VENDOR #	NAME	AMOUNT DUE

POKEGAMA GOLF COURSE		
0609457	FILTHY CLEAN INC	474.53
0701650	GARTNER REFRIGERATION CO	578.50
0718010	CITY OF GRAND RAPIDS	18,475.00
0718555	GROOMS YARD SERVICES	400.00
1401650	NARDINI FIRE EQUIPMENT CO. INC	586.10
1801530	NORTHERN MN WATER COND DBA	15.85
1815711	STEVE ROSS DBA ROSS GOLF	4,166.67
T000208	ANITA FIRMAN	239.68

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 24,936.33

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0315329	CITY OF COHASSET	197.96
0405447	DELTA DENTAL OF MINNESOTA	123.55
0718015	GRAND RAPIDS CITY PAYROLL	12,855.60
1309335	MINNESOTA REVENUE	825.87
1405850	NEXTERA COMMUNICATIONS LLC	3.93
1621130	P.U.C.	1,456.01
2000490	TDS Metrocom	203.34
2114750	UNUM LIFE INSURANCE CO OF AMER	4.10
2201535	VANTIV INTEGRATED PAYMENTS	31.66
2205637	VERIZON WIRELESS	96.44
2301700	WASTE MANAGEMENT	274.39

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 16,072.85

TOTAL ALL DEPARTMENTS 41,009.18

ALPHA POKEGAMA GOLF COURSE BILL LIST - DECEMBER 20, 2016

DATE: 12/14/2016
 TIME: 12:32:50
 ID: AP442000.WOW

CITY OF GRAND RAPIDS
 VENDOR SUMMARY REPORT

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INVOICES DUE ON/BEFORE 12/20/2016

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0315329	CITY OF COHASSET	2,303.43	197.96
0405447	DELTA DENTAL OF MINNESOTA	29,712.85	123.55
0609457	FILTHY CLEAN INC	19,399.94	474.53
0701650	GARTNER REFRIGERATION CO	77,475.63	578.50
0718010	CITY OF GRAND RAPIDS	46,181.07	18,475.00
0718015	GRAND RAPIDS CITY PAYROLL	5,849,356.01	12,855.60
0718555	GROOMS YARD SERVICES	400.00	400.00
1309335	MINNESOTA REVENUE	53,394.63	825.87
1401650	NARDINI FIRE EQUIPMENT CO. INC	1,301.42	586.10
1405850	NEXTERA COMMUNICATIONS LLC	5,392.64	3.93
1621130	P.U.C.	206,918.76	1,456.01
1801530	NORTHERN MN WATER COND DBA	683.73	15.85
1815711	STEVE ROSS DBA ROSS GOLF	50,123.29	4,166.67
2000490	TDS Metrocom	8,599.34	203.34
2114750	UNUM LIFE INSURANCE CO OF AMER	2,808.09	4.10
2201535	VANTIV INTEGRATED PAYMENTS	650.00	31.66
2205637	VERIZON WIRELESS	40,743.77	96.44
2301700	WASTE MANAGEMENT	26,741.70	274.39
T000208	ANITA FIRMAN	108.73	239.68

TOTAL ALL VENDORS: 41,009.18

DETAILED POKEGAMA GOLF COURSE BILL LIST - DECEMBER 20, 2016

DATE: 12/14/16
 TIME: 12:34:14
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

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INVOICES DUE ON/BEFORE 12/20/2016

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0315329 CITY OF COHASSET								
G	12/12/16	01	GC NOV NATL GAS	999-99-00-00-1000		00000000	12/20/16	197.96
				HOLDING ACCOUNT				
							INVOICE TOTAL:	197.96
							VENDOR TOTAL:	197.96
0405447 DELTA DENTAL OF MINNESOTA								
G	12/05/16	01	GC DEC DENTAL INS PREMIUM	999-99-00-00-1000		00000000	12/20/16	123.55
				HOLDING ACCOUNT				
							INVOICE TOTAL:	123.55
							VENDOR TOTAL:	123.55
0609457 FILTHY CLEAN INC								
12834-G	11/30/16	01	CLEAN ALL CARPETS	613-00-50-30-3090		16004127	12/20/16	290.00
				JANITORIAL SERVICE				
		02	PRESSURE WASH MATTING	613-00-50-30-3090		16004127		154.00
				JANITORIAL SERVICE				
		03	STAX CUST #GOLF	613-00-50-30-3090		16004127		30.53
				JANITORIAL SERVICE				
							INVOICE TOTAL:	474.53
							VENDOR TOTAL:	474.53
T000208 ANITA FIRMAN								
2016/PASS/ADJ/NOV16	11/21/16	01	2016 GOLF PASS REFUND	613-00-00-00-1150		16003826	12/20/16	239.68
				ACCOUNTS RECEIVABLE				
							INVOICE TOTAL:	239.68
							VENDOR TOTAL:	239.68
0701650 GARTNER REFRIGERATION CO								
64181-G	11/16/16	01	CONTRACT GOLF COURSE C#P-2768	613-00-50-30-4000		16003795	12/20/16	578.50
				MAINTENANCE CONTRACTS				
							INVOICE TOTAL:	578.50
							VENDOR TOTAL:	578.50

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0718010 CITY OF GRAND RAPIDS								
16/497-G	11/14/16	01	2016 ACCOUNTING FEES	613-00-50-30-3010 AUDITING/ACCOUNTING SERVIC		16003773	12/20/16	6,375.00
							INVOICE TOTAL:	6,375.00
16/501-G	11/14/16	01	2016 4TH OF JULY EXPENSES	613-00-50-30-7200 TRANSFER OUT		16003774	12/20/16	3,500.00
							INVOICE TOTAL:	3,500.00
16/504-G	11/14/16	01	2016 JAN-DEC IT FEES	613-00-50-30-4020 COMPUTER MAINTENANCE		16003774	12/20/16	1,100.00
							INVOICE TOTAL:	1,100.00
16/506-G	11/14/16	01	REC ADMINISTRATION FEE	613-00-50-30-3010 AUDITING/ACCOUNTING SERVIC		16003773	12/20/16	7,500.00
							INVOICE TOTAL:	7,500.00
							VENDOR TOTAL:	18,475.00
0718015 GRAND RAPIDS CITY PAYROLL								
G	11/25/16	01	GC 11/25/16 PAYROLL	999-99-00-00-1000 HOLDING ACCOUNT		00000000	12/20/16	5,213.06
		02	GC 11/10/16 PAYROLL	999-99-00-00-1000 HOLDING ACCOUNT		00000000		7,642.54
							INVOICE TOTAL:	12,855.60
							VENDOR TOTAL:	12,855.60
0718555 GROOMS YARD SERVICES								
2522-G	12/01/16	01	DOCK REMOVAL	613-00-50-30-3100 OTHER CONTRACTED SERVICE		16004010	12/20/16	400.00
							INVOICE TOTAL:	400.00
							VENDOR TOTAL:	400.00
1309335 MINNESOTA REVENUE								

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1309335 MINNESOTA REVENUE								
G	11/17/16	01	GC OCT SALES & USE TAX PAYABLE	999-99-00-00-1000		00000000	12/20/16	825.87
				HOLDING ACCOUNT				
							INVOICE TOTAL:	825.87
							VENDOR TOTAL:	825.87
1401650 NARDINI FIRE EQUIPMENT CO. INC								
29238-G	11/30/16	01	SEMI ANNUAL FIRE EXT INSPECTIO	613-00-50-30-4000		16004008	12/20/16	576.88
				MAINTENANCE CONTRACTS				
		02	STAX CUST #GOLF	613-00-50-30-4000		16004008		9.22
				MAINTENANCE CONTRACTS				
							INVOICE TOTAL:	586.10
							VENDOR TOTAL:	586.10
1405850 NEXTERA COMMUNICATIONS LLC								
G	11/14/16	01	GC NOV LONG DIST SERV	999-99-00-00-1000		00000000	12/20/16	3.93
				HOLDING ACCOUNT				
							INVOICE TOTAL:	3.93
							VENDOR TOTAL:	3.93
1621130 P.U.C.								
G	11/21/16	01	GC OCT ELECTRIC	999-99-00-00-1000		00000000	12/20/16	1,456.01
				HOLDING ACCOUNT				
							INVOICE TOTAL:	1,456.01
							VENDOR TOTAL:	1,456.01
1801530 NORTHERN MN WATER COND DBA								
605938-G	10/31/16	01	10/31 WATER 5 GAL DELIVERED	613-00-50-20-2100		16004076	12/20/16	13.90
				OPERATING SUPPLIES				
		02	10/31 DELIVERY CHARGE/#4812	613-00-50-20-2100		16004076		1.95
				OPERATING SUPPLIES				
							INVOICE TOTAL:	15.85
							VENDOR TOTAL:	15.85

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1815711			STEVE ROSS DBA ROSS GOLF					
JAN17/PMT-G	12/20/16	01	PRE-PD GC MNT SERV CNT JAN2017	613-00-00-00-1550		16003711	12/20/16	4,166.67
				PREPAID EXPENSES				
								INVOICE TOTAL: 4,166.67
								VENDOR TOTAL: 4,166.67
2000490			TDS Metrocom					
G	11/21/16	01	GC NOV PHN SERV	999-99-00-00-1000		00000000	12/20/16	203.34
				HOLDING ACCOUNT				
								INVOICE TOTAL: 203.34
								VENDOR TOTAL: 203.34
2114750			UNUM LIFE INSURANCE CO OF AMER					
G	11/21/16	01	GC DEC LIFE INS PREMIUM	999-99-00-00-1000		00000000	12/20/16	4.10
				HOLDING ACCOUNT				
								INVOICE TOTAL: 4.10
								VENDOR TOTAL: 4.10
2201535			VANTIV INTEGRATED PAYMENTS					
G	11/28/16	01	NOV MONTHLY CREDIT CARD FEES	999-99-00-00-1000		00000000	12/20/16	31.66
				HOLDING ACCOUNT				
								INVOICE TOTAL: 31.66
								VENDOR TOTAL: 31.66
2205637			VERIZON WIRELESS					
G	12/05/16	01	GC NOV CELL PHONES	999-99-00-00-1000		00000000	12/20/16	96.44
				HOLDING ACCOUNT				
								INVOICE TOTAL: 96.44
								VENDOR TOTAL: 96.44
2301700			WASTE MANAGEMENT					

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2301700			WASTE MANAGEMENT					
G	12/05/16	01	GC NOV SERV	999-99-00-00-1000 HOLDING ACCOUNT		00000000	12/20/16	274.39
							INVOICE TOTAL:	274.39
							VENDOR TOTAL:	274.39
							TOTAL ALL INVOICES:	41,009.18