

POKEGAMA GOLF COURSE BOARD MEETING
TUESDAY, DECEMBER 15, 2015

GRAND RAPIDS CITY HALL – CONFERENCE ROOM 2B
420 North Pokegama Avenue, Grand Rapids MN 55744

7:00 A.M.

NOTICE IS HEREBY GIVEN, that a regular meeting of the Pokegama Golf Course Board has been scheduled for **Tuesday, December 15, 2015 at 7:00 am.** at the 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 17, 2015
7:00 AM

Present: Pat Pollard, Dan Richter, Larry O'Brien

Absent: Josh Solem, Brad Gallop

Staff: Bob Cahill Director of Golf
Steve Ross Grounds Superintendent

- I. Pat Pollard called the meeting to order.
- II. Dan Richter made a motion to accept the minutes of the October 20, 2015 Board meeting. Larry O'Brien seconded the motion. The motion passed.
- III. Consideration of monthly bills: Dan Richter made a motion to approve the bill list. Larry O'Brien seconded the motion. The motion passed.

AMERIPRIDE LINEN & APPAREL	70.76
ARROWHEAD INSIDER, LLC	450.00
BLUE CROSS & BLUE SHIELD OF MN	1,584.50
BUNES SEPTIC SERVICE INC	1,269.50
ROBERT CAHILL	313.50
CITY OF COHASSET	159.71
DELTA DENTAL OF MINNESOTA	117.70
ELEMENT PAYMENT SERVICES	31.66
CITY OF GRAND RAPIDS	1,168.56
GRAND RAPIDS CITY PAYROLL	18,210.35
GRAND RAPIDS STATE BANK	492.61
HYDROBLAST DEGREASING INC	499.00
MINNESOTA REVENUE	3,738.88
NEXTERA COMMUNICATIONS LLC	3.90
P.U.C.	1,812.53
NORTHERN MN WATER COND DBA	31.70
TDS Metrocom	318.45
THE TESSMAN COMPANY	226.58
VERIZON WIRELESS	94.72
WASTE MANAGEMENT	264.09
TOTAL ALL VENDORS:	30,858.70

IV. Visitors: None

V. Grounds Superintendent: Steve Ross reported. The rain we are currently getting is not a problem because it is soaking in without frost in the ground. If surface rain is gone prior to a deep frost then the turf should winter well. Bob and Steve will mark windows for brush clearing along #18. That brush clearing will occur later in the fall. Flags will be removed later today marking the end of the season.

VI. Concessions: No report

VII. Director of Golf: Bob Cahill reported. Bob noted that he just received a letter from Sugar Lake Lodge that they are requesting that the contract to provide grounds maintenance supervision is terminated effective December 31, 2015. Larry O'Brien made a motion to begin the process of going out for Requests for Proposals to contract for a new Grounds Superintendent. Dan Richter seconded the motion. The motion passed. Bob will work with city administration and request City Council approval to start the process. Bob provided budget information to the Board. The

budget, with no rate changes, reflected a deficit. Dan Richter made a motion to raise green fees and annual pass rates 4 to 5% and approve a balanced budget. Pat Pollard seconded the motion. The motion passed. Larry O'Brien made a motion to replace our 25 1999 golf carts with 25 new carts for the 2016 season. Dan Richter seconded the motion. The motion passed. Bob will do the necessary budget and planning steps and request City Council approval at a later date. Anticipated costs would be approximately \$110,000 plus sales tax.

VIII. Old Business: None

IX. New Business: None

X. Correspondence and Open Discussion: None.

XI. Adjourn: Larry O'Brien made a motion to adjourn the meeting. Dan Richter seconded the motion. The motion passed.

Respectfully Submitted,

Larry O'Brien
Recording Secretary

POKEGAMA GOLF COURSE BILL LIST - DECEMBER 15, 2015

DATE: 12/09/2015
 TIME: 11:00:46
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 12/15/2015

VENDOR #	NAME	AMOUNT DUE
POKEGAMA GOLF COURSE		
0221650	BURGGRAF'S ACE HARDWARE INC	18.15
0701650	GARTNER REFRIGERATION CO	578.50
0718010	CITY OF GRAND RAPIDS	13,875.00
0718060	GRAND RAPIDS NEWSPAPERS INC	34.50
1401650	NARDINI FIRE EQUIPMENT CO. INC	708.57
1615427	POKEGAMA LAWN AND SPORT	334.43
1821725	RUTTGER'S SUGAR LAKE LODGE	8,625.00
2005700	THE TESSMAN COMPANY	226.58
2209705	VISIT GRAND RAPIDS	681.66

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 25,082.39

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0315329	CITY OF COHASSET	186.90
0405447	DELTA DENTAL OF MINNESOTA	117.70
0512230	ELEMENT PAYMENT SERVICES	31.66
0718015	GRAND RAPIDS CITY PAYROLL	10,861.25
0718070	GRAND RAPIDS STATE BANK	40.36
1305050	MEDICO LIFE & HEALTH INS CO	4.10
1309335	MINNESOTA REVENUE	860.13
1405850	NEXTERA COMMUNICATIONS LLC	3.90
1621130	P.U.C.	989.20
2000490	TDS Metrocom	315.59
2205637	VERIZON WIRELESS	94.61
2301700	WASTE MANAGEMENT	301.68

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF \$ 13,807.08

TOTAL ALL DEPARTMENTS 38,889.47

DETAILED POKEGAMA GOLF COURSE BILL LIST - DECEMBER 15, 2015

DATE: 12/09/15
 TIME: 11:03:39
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/15/2015

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0221650			BURGGRAF'S ACE HARDWARE INC					
261659-G	12/05/15	01	BRAWNY TOWEL	613-00-50-20-2100		15004108	12/15/15	4.99
			OPERATING SUPPLIES					
		02	13 GAL BAGS	613-00-50-20-2100		15004108		11.99
			OPERATING SUPPLIES					
		03	STAX CUST#136267	613-00-50-20-2100		15004108		1.17
			OPERATING SUPPLIES					
						INVOICE TOTAL:		18.15
						VENDOR TOTAL:		18.15
0315329			CITY OF COHASSET					
G	12/07/15	01	GC NOV NATURAL GAS	999-99-00-00-1000		00000000	12/15/15	186.90
			HOLDING ACCOUNT					
						INVOICE TOTAL:		186.90
						VENDOR TOTAL:		186.90
0405447			DELTA DENTAL OF MINNESOTA					
G	11/23/15	01	GC DEC DENTAL INS	999-99-00-00-1000		00000000	12/15/15	117.70
			HOLDING ACCOUNT					
						INVOICE TOTAL:		117.70
						VENDOR TOTAL:		117.70
0512230			ELEMENT PAYMENT SERVICES					
G	11/23/15	01	GC NOV CR CARD FEES	999-99-00-00-1000		00000000	12/15/15	31.66
			HOLDING ACCOUNT					
						INVOICE TOTAL:		31.66
						VENDOR TOTAL:		31.66
0701650			GARTNER REFRIGERATION CO					
59554-G	12/02/15	01	CONTRACT GOLF COURSE #P2768	613-00-50-30-4000		15004003	12/15/15	578.50
			MAINTENANCE CONTRACTS					
						INVOICE TOTAL:		578.50
						VENDOR TOTAL:		578.50

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/15/2015

INVOICE #	INVOICE DATE	INVOICE ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0718010			CITY OF GRAND RAPIDS					
15/519-G	11/12/15	01	2015 ACCOUNTING FEES	613-00-50-30-3010		15003856	12/15/15	6,375.00
			AUDITING/ACCOUNTING SERVIC					6,375.00
15/520-G	11/12/15	01	REC ADMINISTRATION FEE	613-00-50-30-3010		15003856	12/15/15	7,500.00
			AUDITING/ACCOUNTING SERVIC					7,500.00
0718015			GRAND RAPIDS CITY PAYROLL					
G	11/27/15	01	GC 11/27/15 PAYROLL	999-99-00-00-1000		00000000	12/15/15	4,473.20
		02	GC 11/13/15 PAYROLL	999-99-00-00-1000		00000000		6,388.05
			HOLDING ACCOUNT					10,861.25
			HOLDING ACCOUNT					10,861.25
0718060			GRAND RAPIDS NEWSPAPERS INC					
1120170-G	11/30/15	01	#23543305 GOLF CRS RFP #16230	613-00-50-30-3510		15004053	12/15/15	34.50
			PUBLISHING & ADVERTISING					34.50
0718070			GRAND RAPIDS STATE BANK					
G	12/31/15	01	GC NOV CREDIT CARD FEES	999-99-00-00-1000		00000000	12/15/15	40.36
			HOLDING ACCOUNT					40.36
1305050			MEDICO LIFE & HEALTH INS CO					
G	11/16/15	01	GC DEC LIFE INS	999-99-00-00-1000		00000000	12/15/15	4.10
			HOLDING ACCOUNT					4.10
			INVOICE TOTAL:					4.10
			VENDOR TOTAL:					4.10

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/15/2015

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1309335	MINNESOTA REVENUE							
G	11/20/15	01	GC OCT SALES & USE TAX	999-99-00-00-1000		00000000	12/15/15	860.13
				HOLDING ACCOUNT				
								INVOICE TOTAL: 860.13
								VENDOR TOTAL: 860.13
1401650	NARDINI FIRE EQUIPMENT CO. INC							
488536-G	11/12/15	01	ALARM SYSTEM INSPECTION	613-00-50-30-4000		15003824	12/15/15	200.00
				MAINTENANCE CONTRACTS				
		02	STAX CUST#CITGRA	613-00-50-30-4000		15003824		13.75
				MAINTENANCE CONTRACTS				
								INVOICE TOTAL: 213.75
489671-G	11/30/15	01	RESTAURANT INSPECTION	613-00-50-30-4000		15004107	12/15/15	88.20
				MAINTENANCE CONTRACTS				
		02	FIRE EXT 5#,6#,10# INSPECTION	613-00-50-30-4000		15004107		39.38
				MAINTENANCE CONTRACTS				
		03	KITCHEN LIGHT INSPECTION	613-00-50-30-4000		15004107		4.38
				MAINTENANCE CONTRACTS				
		04	EXIT/EMERGENCY INSPECTION	613-00-50-30-4000		15004107		202.50
				MAINTENANCE CONTRACTS				
		05	MISC PARTS/MATERIALS	613-00-50-30-4000		15004107		123.84
				MAINTENANCE CONTRACTS				
		06	SERVICE CALL - NORTH	613-00-50-30-4000		15004107		28.00
				MAINTENANCE CONTRACTS				
		07	STAX CUST#CITGRA	613-00-50-30-4000		15004107		8.52
				MAINTENANCE CONTRACTS				
								INVOICE TOTAL: 494.82
								VENDOR TOTAL: 708.57
1405850	NEXTERA COMMUNICATIONS LLC							
G	12/14/15	01	GC DEC CR CARD PHN LINE	999-99-00-00-1000		00000000	12/15/15	3.90
				HOLDING ACCOUNT				
								INVOICE TOTAL: 3.90
								VENDOR TOTAL: 3.90

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/15/2015

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1615427			POKEGAMA LAWN AND SPORT					
78134-G	11/24/15	01	GASKET	613-00-50-20-2210		15003984	12/15/15	3.50
			EQUIPMENT PARTS					
		02	SHOP SUPPLIES	613-00-50-20-2210		15003984		10.00
			EQUIPMENT PARTS					
		03	LABOR	613-00-50-20-2210		15003984		320.00
			EQUIPMENT PARTS					
		04	STAX CUST#4642	613-00-50-20-2210		15003984		0.93
			EQUIPMENT PARTS					
						INVOICE TOTAL:		334.43
						VENDOR TOTAL:		334.43
1621130			P.U.C.					
G	12/09/15	01	GC NOV ELEC	999-99-00-00-1000		00000000	12/15/15	989.20
			HOLDING ACCOUNT					
						INVOICE TOTAL:		989.20
						VENDOR TOTAL:		989.20
1821725			RUTTGER'S SUGAR LAKE LODGE					
4THQTR15/PMT-G	12/09/15	01	4THQTR15 GC MNT CONT DUE/DEC15	613-00-50-30-3100		15000061	12/15/15	8,625.00
			OTHER CONTRACTED SERVICE					
						INVOICE TOTAL:		8,625.00
						VENDOR TOTAL:		8,625.00
2000490			TDS Metrocom					
G	11/16/15	01	GC NOV PHN SERV	999-99-00-00-1000		00000000	12/15/15	315.59
			HOLDING ACCOUNT					
						INVOICE TOTAL:		315.59
						VENDOR TOTAL:		315.59
2005700			THE TESSMAN COMPANY					
s224260-G	10/22/15	01	LEAFSHIELD	613-00-50-30-4080		15003904	12/15/15	200.00
			FERTILIZER/CHEMICALS					

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 12/15/2015

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
VENDOR # THE TESSMAN COMPANY								
S224260-G	10/22/15	02	FREIGHT	613-00-50-30-4080		15003904	12/15/15	12.00
				FERTILIZER/CHEMICALS				
		03	STAX CUST#POK5000	613-00-50-30-4080		15003904		14.58
				FERTILIZER/CHEMICALS				
						INVOICE TOTAL:		226.58
						VENDOR TOTAL:		226.58
VENDOR # VERIZON WIRELESS								
G	12/14/15	01	GC NOV MAINT CELL PHN	999-99-00-00-1000		00000000	12/15/15	94.61
				HOLDING ACCOUNT				
						INVOICE TOTAL:		94.61
						VENDOR TOTAL:		94.61
VENDOR # VISIT GRAND RAPIDS								
348-G	11/19/15	01	GC VIDEO POKEGAMA/EAGLE RIDGE	613-00-50-30-3510		15003985	12/15/15	381.66
				PUBLISHING & ADVERTISING				
						INVOICE TOTAL:		381.66
VENDOR # VISIT GRAND RAPIDS								
387-G	11/19/15	01	2016 VISIT GR GUIDE/LISTING	613-00-00-00-1550		15003986	12/15/15	300.00
				PREPAID EXPENSES				
		02	613-00-50-30-3510	** COMMENT **		15003986		300.00
						INVOICE TOTAL:		681.66
						VENDOR TOTAL:		681.66
VENDOR # WASTE MANAGEMENT								
G	11/16/15	01	GC OCT LANDFILL FEE	999-99-00-00-1000		00000000	12/15/15	37.59
				HOLDING ACCOUNT				
		02	GC NOV SERV	999-99-00-00-1000		00000000		264.09
				HOLDING ACCOUNT				
						INVOICE TOTAL:		301.68
						VENDOR TOTAL:		301.68
						TOTAL ALL INVOICES:		38,889.47

ALPHA POKEGAMA GOLF COURSE BILL LIST - DECEMBER 15, 2015

DATE: 12/09/2015
 TIME: 11:03:00
 ID: AP442000.WOW

CITY OF GRAND RAPIDS
 VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 12/15/2015

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
0221650	BURGGRAF'S ACE HARDWARE INC	23,410.48	18.15
0315329	CITY OF COHASSET	2,972.39	186.90
0405447	DELTA DENTAL OF MINNESOTA	32,420.55	117.70
0512230	ELEMENT PAYMENT SERVICES	640.00	31.66
0701650	GARTNER REFRIGERATION CO	38,966.86	578.50
0718010	CITY OF GRAND RAPIDS	59,616.32	13,875.00
0718015	GRAND RAPIDS CITY PAYROLL	5,281,076.76	10,861.25
0718060	GRAND RAPIDS NEWSPAPERS INC	11,726.50	34.50
0718070	GRAND RAPIDS STATE BANK	13,422.69	40.36
1305050	MEDICO LIFE & HEALTH INS CO	757.68	4.10
1309335	MINNESOTA REVENUE	54,033.42	860.13
1401650	NARDINI FIRE EQUIPMENT CO. INC	5,023.79	708.57
1405850	NEXTERA COMMUNICATIONS LLC	5,140.42	3.90
1615427	POKEGAMA LAWN AND SPORT	10,804.29	334.43
1621130	P.U.C.	205,333.66	989.20
1821725	RUTTGER'S SUGAR LAKE LODGE	25,876.00	8,625.00
2000490	TDS Metrocom	8,459.89	315.59
2005700	THE TESSMAN COMPANY	35,891.83	226.58
2205637	VERIZON WIRELESS	34,581.61	94.61
2209705	VISIT GRAND RAPIDS	335,772.54	681.66
2301700	WASTE MANAGEMENT	25,497.70	301.68
TOTAL ALL VENDORS:			38,889.47