

NOTICE
POKEGAMA GOLF COURSE BOARD SPECIAL MEETING
Tuesday, April 17, 2012
IN CONFERENCE ROOM 2B, CITY HALL
GRAND RAPIDS, MINNESOTA
7:30 A.M.

NOTICE IS HEREBY GIVEN, that a regular meeting of the Pokegama Golf Course Board has been scheduled for **Tuesday, April 17, 2012 at 7:30 a.m.** in Conference Room 2B at City Hall, Grand Rapids, MN, 55744 to discuss the following:

- I. Call to Order
- II. Approval of Minutes for: March 20, 2012 regular meeting
- 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

March 20, 2012

7:30 AM

Present: Steve Forneris, Jeff Ericson, Larry O'Brien, Pat Pollard

Absent: Kelly Hain

Staff: Bob Cahill Director of Golf
Steve Ross Grounds Superintendent

- I. The meeting was called to order by Pat Pollard.
- II. Steve Forneris made a motion to accept the minutes of the February 21, 2012 Board meeting Jeff Ericson seconded the motion. The motion passed.
- III. Consideration of Monthly Bills

Steve Forneris made a motion to approve the bill list.

BLUE CROSS & BLUE SHIELD OF MN	859.00
ROBERT CAHILL	417.52
CITY OF COHASSET	431.17
COMPUTER ENTERPRISES	801.56
DELTA DENTAL OF MINNESOTA	81.70
GRAND RAPIDS CITY PAYROLL	6,717.40
GRAND RAPIDS STATE BANK	16.00
L&M SUPPLY	16.00
MINNESOTA SALES & USE TAX	413.45
NARDINI FIRE EQUIPMENT CO. INC	230.40
PIONEER MUTUAL LIFE INS CO	2.05
PRESTO PRINT	269.33
P.U.C.	1,192.39
RAPIDS PRINTING	69.47
STERLE LAW OFFICE	13.00
TDS Metrocom	228.85
TREASURE BAY PRINTING INC	257.61
VERIZON WIRELESS	34.81
VISIT GRAND RAPIDS	120.00
RICHARD SCHMIDT	37.86
TOTAL ALL VENDORS:	12,209.57

Jeff Ericson seconded the motion. The motion was passed. Steve Forneris made a motion to approve three (3) additional bills: Quality Refrigeration - \$225.98, Woodland Storage - \$1,400.00, and Hydroblast Degreasing - \$425.00. Jeff Ericson seconded the motion. The motion was passed.

IV. Visitors: None

V. Grounds Superintendent – Steve Ross reported. The golf course wintered very well. No snow mold and no issues to deal with from winter conditions. Steve spoke about getting a used John Deere tractor or equivalent, to be used for many in house jobs including pulling aerifiers and sprayers. Our current tractor is quite heavy and is not nearly as versatile. Steve will look into finding a used model and what the pricing would be. Steve would like to fence off the 18th green this coming winter to protect from snowmobile traffic as we had some this winter. We will put reflective tape on the ends of the new docks for visibility for boaters and snowmobilers.

VI. Concessions Report – Bob Cahill reported. Bob reported that the kitchen hood, ducts, and fans have been cleaned. This is a twice yearly maintenance item. It will be done again in late September. The kitchen will open with limited menu items to start the season.

VII. Director of Golf – Bob Cahill reported. The course and driving range will open today, Tuesday, March 20. This is the earliest opening that anyone can remember. There has been lots of activity in the season pass sales as well as multi-play card sales.

VIII. Old Business – None

IX. New Business – None

X. Correspondence and Open Discussion – None

XI. Jeff Ericson made a motion to adjourn the meeting. Steve Forneris seconded the motion. The motion passed.

Respectfully Submitted,

Larry O'Brien
Recording Secretary

POKEGAMA GOLF COURSE BILL LIST - APRIL 17, 2012

DATE: 04/10/2012
 TIME: 15:40:54
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 04/17/2012

VENDOR #	NAME	AMOUNT DUE

POKEGAMA GOLF COURSE		
0114200	ANDERSON GLASS	27.94
0221650	BURGGRAF'S ACE HARDWARE INC	215.71
0305510	CENTRAL LANDSCAPE SUPPLY	362.37
0315455	COLE HARDWARE INC	220.42
0718010	CITY OF GRAND RAPIDS	158.00
0718060	GRAND RAPIDS NEWSPAPERS INC	200.00
0809120	HIBBING DAILY & SUNDAY TRIBUNE	44.00
0918550	IRON OAK FENCING	4,574.00
1200500	L&M SUPPLY	152.11
1309200	MINNESOTA GOLF ASSOCIATION INC	180.00
1309355	MINNESOTA TORO	1,457.05
1401650	NARDINI FIRE EQUIPMENT CO. INC	76.80
1415487	NORTHERN LAKES WINDOW CLEANING	144.28
1608560	PHOTO EXPRESS	506.59
1618208	PRECISION SMALL ENGINE CO INC	139.01
1618235	PRESTO PRINT	43.28
1618564	PRO-BUILD NORTH LLC	366.14
1801530	NORTHERN MN WATER COND DBA	171.88
1801610	RAPIDS PLUMBING & HEATING INC	855.45
1821725	RUTTGER'S SUGAR LAKE LODGE	8,625.00
1920061	STAR OF THE NORTH LIONS	593.00
1920555	STOKES PRINTING COMPANY	52.92
1921601	SUPERIOR GOLF CARS	2,001.50
T000811	RON JOHNSON	28.86
	TOTAL	21,196.31

CHECKS ISSUED-PRIOR APPROVAL
 PRIOR APPROVAL

0212750	BLUE CROSS & BLUE SHIELD OF MN	859.00
0301328	ROBERT CAHILL	353.72
0315329	CITY OF COHASSET	265.63
0405447	DELTA DENTAL OF MINNESOTA	81.70
0718015	GRAND RAPIDS CITY PAYROLL	11,364.69
0718070	GRAND RAPIDS STATE BANK	1,064.60
0825204	HYDROBLAST DEGREASING INC	425.00
1309335	MINNESOTA SALES & USE TAX	4,483.81
1405850	NEXTERA COMMUNICATIONS LLC	3.42
1609557	PIONEER MUTUAL LIFE INS CO	259.72
1621130	P.U.C.	1,020.30
1721105	QUALITY REFRIGERATION & HTG	225.98
2000490	TDS Metrocom	229.31
2205637	VERIZON WIRELESS	34.60
2301700	WASTE MANAGEMENT	209.75
2315633	WOODLAND STORAGE	1,400.00

POKEGAMA GOLF COURSE BILL LIST - APRIL 17, 2012

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CITY OF GRAND RAPIDS
DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 04/17/2012

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
	TOTAL PRIOR APPROVAL	22,281.23
	TOTAL ALL DEPARTMENTS	43,477.54

CITY OF GRAND RAPIDS - POKEGAMA GOLF COURSE
Statement of Income and Expenses
MARCH 31, 2012 TO MARCH 31, 2008

	<u>YTD THROUGH 3/31/2012</u>	<u>YTD THROUGH 3/31/2011</u>	<u>YTD THROUGH 3/31/2010</u>	<u>YTD THROUGH 3/31/2009</u>	<u>YTD THROUGH 3/31/2008</u>
Operating Revenues:					
Season Passes	\$ 97,489	\$ 30,684	\$ 25,782	\$ 48,305	\$ 16,629
Green Fees	2,428	187	1,426	-	-
Ancillaries	16,648	-	3,863	-	-
Total Operating Revenues	<u>116,565</u>	<u>30,871</u>	<u>31,071</u>	<u>48,305</u>	<u>16,629</u>
Operating Expenses:					
Personnel	30,116	35,471	35,571	35,532	39,428
Materials and Supplies	5,100	6,563	5,209	2,140	5,677
Other Services & Charges	24,757	39,698	24,708	47,391	43,277
Total Operating Expenses	<u>59,973</u>	<u>81,732</u>	<u>65,488</u>	<u>85,063</u>	<u>88,382</u>
OPERATING INCOME (LOSS)	<u>56,592</u>	<u>(50,861)</u>	<u>(34,417)</u>	<u>(36,758)</u>	<u>(71,753)</u>
Nonoperating Revenues	187	47	150	1,400	4,281
Concessionaire Lease	-	-	-	-	-
Clubhs/Park Prj Fundraising Exps	-	-	(462)	(8,183)	-
Depreciation	(21,241)	(16,952)	(963)	(8,649)	(9,796)
NET INCOME (LOSS)	<u>\$ 35,538</u>	<u>\$ (67,766)</u>	<u>\$ (35,692)</u>	<u>\$ (52,190)</u>	<u>\$ (77,268)</u>

FUND: POKEGAMA GOLF COURSE
 FOR 3 PERIODS ENDING MARCH 31, 2012

ACCOUNT #	DESCRIPTION	BALANCE 01/01/12	NET DEBITS	NET CREDITS	BALANCE 03/31/12
ASSETS					
613-00-00-00-0100	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
613-00-00-00-0110	DUE TO OTHER FUNDS	0.00	20,961.47	20,961.47	0.00
613-00-00-00-1010	CASH	201,854.13	138,008.08	72,125.87	267,736.34
613-00-00-00-1013	CASH-CAPITAL PROJECTS	(81,856.45)	15,097.94	0.00	(66,758.51)
613-00-00-00-1015	CASH-DESIGNATED CAP-GREEN FEES	3,556.96	0.00	0.00	3,556.96
613-00-00-00-1016	CASH-BLAND FOUND-ECON DEVELOP	0.00	0.00	0.00	0.00
613-00-00-00-1017	CASH-DEPOSIT APARTMENT	0.00	0.00	0.00	0.00
613-00-00-00-1150	ACCOUNTS RECEIVABLE	7,412.74	0.00	3,711.42	3,701.32
613-00-00-00-1175	PLEDGE RECEIVABLE	102,488.23	0.00	0.00	102,488.23
613-00-00-00-1176	ALLOWANCE FOR DOUBTFULL ACCNTS	(5,124.41)	0.00	0.00	(5,124.41)
613-00-00-00-1310	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
613-00-00-00-1315	DUE FROM PRO SHOP	0.00	0.00	0.00	0.00
613-00-00-00-1320	DUE FROM OTHER GOV'T	0.00	0.00	0.00	0.00
613-00-00-00-1410	INVENTORY	0.00	0.00	0.00	0.00
613-00-00-00-1550	PREPAID EXPENSES	1,115.89	0.00	1,115.89	0.00
613-00-00-00-1551	PREPAID INSURANCE	0.00	0.00	0.00	0.00
613-00-00-00-1610	LAND/LAND IMPROVEMENTS	871,480.72	0.00	0.00	871,480.72
613-00-00-00-1620	EQPT/MACHINERY/FURN/FIX	603,194.03	4,574.00	0.00	607,768.03
613-00-00-00-1621	ACCUMULATED DEPR	(916,047.46)	0.00	21,241.19	(937,288.65)
613-00-00-00-1630	BUILDING/BLDG IMPROVEMENTS	1,374,386.08	0.00	0.00	1,374,386.08
613-00-00-00-1640	OTHER IMPROVEMENTS	811,811.26	0.00	0.00	811,811.26
613-00-00-00-1650	CONSTRUCTION IN PROGRESS-BLDGS	0.00	0.00	0.00	0.00
613-00-00-00-1660	CONSTRUCTION IN PROGRESS-INFRA	0.00	0.00	0.00	0.00
613-00-00-00-1800	ENCUMBRANCE	0.00	34,563.81	47.81	34,516.00
TOTAL		2,974,271.72	213,205.30	119,203.65	3,068,273.37
TOTAL ASSETS		2,974,271.72	213,205.30	119,203.65	3,068,273.37
LIABILITIES AND FUND EQUITY					
LIABILITIES					
613-00-00-00-2020	ACCOUNTS PAYABLE	7,230.88	51,599.59	64,525.95	20,157.24
613-00-00-00-2040	RENTAL DEPOSIT PAYABLE	0.00	0.00	0.00	0.00
613-00-00-00-2060	CONTRACTS PAYABLE	0.00	0.00	0.00	0.00
613-00-00-00-2080	DUE TO OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
613-00-00-00-2100	DUE TO THIRD PARTY	0.00	0.00	0.00	0.00
613-00-00-00-2120	DUE TO COMPONENT UNIT-PUC	0.00	0.00	0.00	0.00
613-00-00-00-2125	ADVANCE FROM OTHER FUND	276,099.60	0.00	0.00	276,099.60
613-00-00-00-2140	COMPENSATED ABSENCES PAYABLE	3,100.00	0.00	0.00	3,100.00
613-00-00-00-2150	ACCRUED INTEREST	1,378.00	0.00	0.00	1,378.00

DATE: 04/10/2012
 TIME: 14:06:38
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CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

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FUND: POKEGAMA GOLF COURSE
 FOR 3 PERIODS ENDING MARCH 31, 2012

ACCOUNT #	DESCRIPTION	BALANCE 01/01/12	NET DEBITS	NET CREDITS	BALANCE 03/31/12
LIABILITIES					
613-00-00-00-2160	ACCRUED WAGES PAYABLE	1,271.43	1,271.43	0.00	0.00
613-00-00-00-2166	OPEB LIABILITY	5,169.00	0.00	0.00	5,169.00
613-00-00-00-2171	FEDERAL WITHHOLDING	0.00	0.00	0.00	0.00
613-00-00-00-2172	STATE WITHHOLDING	0.00	0.00	0.00	0.00
613-00-00-00-2173	FICA WITHHOLDING	0.00	0.00	0.00	0.00
613-00-00-00-2174	PERA WITHHOLDING	0.00	0.00	0.00	0.00
613-00-00-00-2320	DEFERRED REVENUE	6,755.53	6,755.53	0.00	0.00
613-00-00-00-2250	DEFERRED PLEDGES-BLANDIN GRANT	0.00	0.00	0.00	0.00
613-00-00-00-2281	DUE TO PRO SHOP	0.00	0.00	473.74	473.74
613-00-00-00-2290	LEASE PAYABLE	0.00	0.00	0.00	0.00
613-00-00-00-2510	SALES TAX PAYABLE	0.00	4,539.59	8,016.45	3,476.86
613-00-00-00-2515	LIQUOR SALES TAX PAYABLE	0.00	0.00	0.00	0.00
613-00-00-00-2520	USE TAX PAYABLE	0.00	0.00	0.00	0.00
TOTAL		301,004.44	64,166.14	73,016.14	309,854.44
TOTAL LIABILITIES					
		301,004.44	64,166.14	73,016.14	309,854.44
FUND EQUITY					
613-00-00-00-2950	RESERVE FOR ENCUMBRANCES	0.00	47.81	34,563.81	34,516.00
613-00-00-00-3010	NET ASSETS	2,673,267.28	0.00	0.00	2,673,267.28
TOTAL		2,673,267.28	47.81	34,563.81	2,707,783.28
	FUND SURPLUS (DEFICIT)	0.00	0.00	50,635.65	50,635.65
TOTAL FUND EQUITY		2,673,267.28	47.81	85,199.46	2,758,418.93
TOTAL LIABILITIES AND FUND EQUITY		2,974,271.72	64,213.95	158,215.60	3,068,273.37

**CITY OF GRAND RAPIDS
POKEGAMA GOLF COURSE**

**SCHEDULE OF BUDGET VS ACTUAL REVENUE AND EXPENSES
For the Period Ended March 31, 2012
With Comparative Actual Amounts for the Period Ended March 31, 2011**

	2012	2012		% OF BUDGET	2011 ACTUAL
	BUDGET	ACTUAL	OVER (UNDER) BUDGET		
Operating Revenues					
Season Passes	\$ 187,488	\$ 97,489	\$ (89,999)	52%	\$ 30,684
Green Fees	211,901	2,428	(209,473)	1%	187
Ancillary	121,586	16,648	(104,938)	14%	-
Total Revenues	<u>520,975</u>	<u>116,565</u>	<u>(404,410)</u>	22%	<u>30,871</u>
Operating Expenses					
Personnel	215,016	30,116	(184,900)	14%	35,471
Materials and Supplies	48,908	5,100	(43,808)	10%	6,563
Other Services & Charges	164,238	24,757	(139,481)	15%	39,698
Total Expenses	<u>428,162</u>	<u>59,973</u>	<u>(368,189)</u>	14%	<u>81,732</u>
OPERATING INCOME (LOSS)	<u>92,813</u>	<u>56,592</u>	<u>(36,221)</u>		<u>(50,861)</u>
Nonoperating Revenues	5,000	187	(4,813)	4%	47
Concessionaire Lease	18,000	-	(18,000)	0%	-
Operating Transfer In	-	-	-	0%	-
Sales Tax Repayment	(12,297)	-	12,297	0%	-
Debt Principal Payment	(33,079)	-	33,079	0%	-
Depreciation	(66,000)	(21,241)	(44,759)	32%	(16,952)
NET INCOME	<u>\$ 4,437</u>	<u>\$ 35,538</u>	<u>31,101</u>		<u>\$ (67,766)</u>