

NOTICE
POKEGAMA GOLF COURSE BOARD MEETING
Tuesday, May 17, 2011
AT POKEGAMA GOLF COURSE CLUBHOUSE
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, May 17, 2011 at 7:30 a.m.** at Pokegama Golf Course Clubhouse, Grand Rapids, MN, 55744.

- I. Call to Order
- II. Approval of Minutes for April 19, 2011 regular meeting
- III. Consideration of Monthly Bills
- IV. Visitors
- V. Grounds Superintendent Report
- 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
April 19, 2011
8:00 AM

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

Absent: None

Staff : Bob Cahill Director of Golf
Stewart Bastian Concessionaire
Steve Ross Grounds Superintendent

- I. The meeting was called to order by Pat Pollard, Chair.
- II. Steve Forneris made a motion to accept the minutes of the March 15, 2011 Board meeting. Jeff Ericson seconded the motion. The motion passed. Steve Forneris made a motion to accept the minutes of the March 21, 2011 Special Board meeting. Jeff Ericson seconded the motion. The motion passed.
- III. Consideration of Monthly Bills

Jeff Ericson made a motion to approve the bill list.

4TH STREET MARKETING	195.00
A-Z RESTAURANT EQUIPMENT INC	427.50
AMERIPRIDE LINEN & APPAREL	44.06
BATTERY WHOLESALE	15,577.78
LEAGUE OF MN CITIES INS TRUST	17,447.00
BLUE CROSS & BLUE SHIELD OF MN	2,120.50
BURGGRAF'S ACE HARDWARE INC	145.70
ROBERT CAHILL	30.00
CHAMBER OF COMMERCE	100.00
CITY OF COHASSET	487.00
COLE HARDWARE INC	155.06
D.C.R. COMMUNICATIONS INC	65.00
DELTA DENTAL OF MINNESOTA	202.90
FRAME UP	144.84
THE GOLF SCOREBOARD CO INC	2,714.00
CITY OF GRAND RAPIDS	295.86
0GRAND RAPIDS CITY PAYROLL	7,570.53
GRAND RAPIDS STATE BANK	569.09
HIBBING DAILY & SUNDAY TRIBUNE	44.00
JOHNSONS TYPEWRITER INC	768.93
JORGENSEN LOCKERS	1,900.00
L&M SUPPLY	469.06
MINNESOTA GOLF ASSOCIATION INC	180.00
MINNESOTA TORO	585.89
NORD AUTO PARTS	40.12
PIONEER MUTUAL LIFE INS CO	8.20
PATRICK POLLARD	50.90
PRESTO PRINT	442.26
P.U.C.	810.70
NORTHERN MN WATER COND DBA	36.70
RICKS WINDOW WASHING	150.00

RUTTGER'S SUGAR LAKE LODGE	8,625.00
SIM SUPPLY INC	26.75
STERLE LAW OFFICE	162.50
STOKES PRINTING COMPANY	70.67
SUPERIOR GOLF CARTS	88,186.00
TDS Metrocom	171.34
TREASURE BAY PRINTING INC	255.96
TWINCITIESGOLF.COM	225.00
2VERIZON WIRELESS	37.34
WOODLAND STORAGE	1,400.00
LEIF NELSON	250.00
TOTAL ALL VENDORS:	53,189.14

Steve Forneris seconded the motion. The motion was passed.

IV. Visitors: None

V. Grounds Superintendent – Steve Ross reported. Snow mold was a little more prevalent than past years, but should be gone soon with fertilizer and mowing. The removal of the two trees near the number 9 green has been completed as well as one large tree along # 16. The large cottonwood will be removed professionally at a cost of around \$600 to \$700. Stumps and roots will be removed professionally at a cost of about \$600. Some brush will be removed along the hillside on #18 to improve the view of the lake. A second cut mower will be purchased soon to cut approximately 3 feet around the fairway, but at this time it will not be used around the greens.

VI. Concessions Report – Stewart Bastian reported. Shades will be purchased for the lakeside windows of the bar area and special floor matting for the bar area will be priced and presented at the next meeting.

VII. Director of Golf – Bob Cahill reported. Lockers have been installed and almost all have been rented already. The Board will consider the purchase of additional lockers at a later date. The Golf Course will take delivery of 25 Club Car golf carts later this week. The scoreboard panels have arrived and will be installed soon.

VIII. Old Business – None

IX. New Business – None

X. Correspondence and Open Discussion – None

XI. Kelly Hain made a motion to adjourn the meeting. Jeff Ericson seconded the motion. The motion passed.

Respectfully Submitted,

Larry O'Brien
Recording Secretary

POKEGAMA GOLF COURSE BILL LIST - MAY 17, 2011

DATE: 05/11/11
 TIME: 13:22:57

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 05/17/11

VENDOR #	NAME	AMOUNT DUE

POKEGAMA GOLF COURSE		
0113233	AMERIPRIDE LINEN & APPAREL	44.06
0113238	PGA ASSOC OF AMERICAN	406.00
0221650	BURGGRAF'S ACE HARDWARE INC	155.66
0315330	COHASSET CONCRETE PRODUCTS	909.51
0315455	COLE HARDWARE INC	62.68
0400015	D.C.R. COMMUNICATIONS INC	97.50
0504825	EDWARDS OIL INC	3,450.76
0718010	CITY OF GRAND RAPIDS	225.00
1000085	JR GOLF CARTS	417.40
1200500	L&M SUPPLY	220.46
1205700	GREGORY J. LESSMAN DBA	168.00
1309355	MINNESOTA TORO	1,429.94
1415495	NORTHERN SAFETY CO. INC.	133.66
1605100	PEARSON'S LOCK & SAFE	225.45
1618208	PRECISION SMALL ENGINE CO INC	261.52
1801530	NORTHERN MN WATER COND DBA	15.85
1801610	RAPIDS PLUMBING & HEATING INC	338.75
1901535	SANDSTROM COMPANY INC	320.46
1909510	SIM SUPPLY INC	374.69
1920240	STERLE LAW OFFICE	97.50
1920555	STOKES PRINTING COMPANY	52.64
T000593	DANIEL RICHTER	363.37
	TOTAL	9,770.86
CHECKS ISSUED-PRIOR APPROVAL		
	PRIOR APPROVAL	
0212750	BLUE CROSS & BLUE SHIELD OF MN	1,237.00
0301328	ROBERT CAHILL	317.09
0315329	CITY OF COHASSET	316.18
0405447	DELTA DENTAL OF MINNESOTA	101.45
0718015	GRAND RAPIDS CITY PAYROLL	12,604.86
0718070	GRAND RAPIDS STATE BANK	32.00
0920060	ITASCA COUNTY TREASURER	4,451.00
1309335	MINNESOTA SALES & USE TAX	2,021.48
1309375	MINNESOTA UNEMPLOYMENT COMP FD	4,787.00
1609557	PIONEER MUTUAL LIFE INS CO	4.10
1621130	P.U.C.	893.46
2000490	TDS Metrocom	171.52
2205637	VERIZON WIRELESS	39.33
2301700	WASTE MANAGEMENT	166.73
	TOTAL PRIOR APPROVAL	27,143.20
	TOTAL ALL DEPARTMENTS	36,914.06

**CITY OF GRAND RAPIDS
POKEGAMA GOLF COURSE**

**SCHEDULE OF BUDGET VS ACTUAL REVENUE AND EXPENSES
For the Period Ended March 31, 2011**

With Comparative Actual Amounts for the Period Ended March 31, 2010

	2011	2011	OVER (UNDER)	% OF	2010
	BUDGET	ACTUAL	BUDGET	BUDGET	ACTUAL
Operating Revenues					
Season Passes	\$ 186,500	\$ 30,684	\$ (155,816)	16%	\$ 25,782
Green Fees	211,000	187	(210,813)	0%	1,426
Ancillary	120,100	-	(120,100)	0%	3,863
Total Revenues	517,600	30,871	(486,729)	6%	31,071
Operating Expenses					
Personnel	213,021	29,800	(183,221)	14%	35,571
Materials and Supplies	41,250	6,376	(34,874)	15%	5,209
Other Services & Charges	201,135	38,030	(163,105)	19%	24,708
Total Expenses	455,406	74,206	(381,200)	16%	65,488
OPERATING INCOME (LOSS)	62,194	(43,335)	(105,529)		(34,417)
Nonoperating Revenues	5,750	47	(5,703)	1%	150
Concessionaire Lease	18,000	-	(18,000)	0%	-
Operating Transfer In	-	-	-	0%	-
Clubhouse/Park Prj Fundraising Exps	-	-	-	0%	(462)
Sales Tax Repayment	(12,297)	-	12,297	0%	-
Debt Principal Payment	-	-	-	0%	-
Depreciation	(65,000)	(16,952)	(48,048)	26%	(963)
NET INCOME	\$ 8,647	\$ (60,240)	(68,887)		\$ (35,692)

DATE: 05/11/2011
 TIME: 11:14:29
 ID: GL450000.WOW

CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 1
 F-YR: 11

FUND: POKEGAMA GOLF COURSE
 FOR 4 PERIODS ENDING APRIL 30, 2011

ACCOUNT #	DESCRIPTION	BALANCE 01/01/11	NET DEBITS	NET CREDITS	BALANCE 04/30/11
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	32,182.56	32,182.56	0.00
613-00-00-00-1010	CASH	157,086.59	207,485.85	217,201.26	147,371.18
613-00-00-00-1013	CASH-CAPITAL PROJECTS	(134,688.78)	5,917.93	0.00	(128,770.85)
613-00-00-00-1015	CASH-DESIGNATED CAP-GREEN FEES	34,956.00	0.00	0.00	34,956.00
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	6,338.51	0.00	6,187.80	150.71
613-00-00-00-1175	PLEDGE RECEIVABLE	151,720.56	0.00	0.00	151,720.56
613-00-00-00-1176	ALLOWANCE FOR DOUBTFULL ACCNTS	(7,586.03)	0.00	0.00	(7,586.03)
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	3.28	0.00	3.28
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	2,266.54	0.00	2,266.54	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	944,604.76	0.00	0.00	944,604.76
613-00-00-00-1620	EQPT/MACHINERY/FURN/FIX	498,694.12	111,311.00	23,125.00	586,880.12
613-00-00-00-1621	ACCUMULATED DEPR	(783,120.78)	0.00	22,602.24	(805,723.02)
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	724,095.31	0.00	0.00	724,095.31
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	42,119.86	11,643.31	30,476.55
TOTAL		2,968,752.88	399,020.48	315,208.71	3,052,564.65
TOTAL ASSETS		2,968,752.88	399,020.48	315,208.71	3,052,564.65

LIABILITIES AND FUND EQUITY					
LIABILITIES					
613-00-00-00-2020	ACCOUNTS PAYABLE	5,700.45	203,994.91	206,091.52	7,797.06
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	231,594.16	0.00	70,545.00	302,139.16
613-00-00-00-2140	COMPENSATED ABSENCES PAYABLE	3,673.00	0.00	0.00	3,673.00
613-00-00-00-2150	ACCRUED INTEREST	42.00	0.00	0.00	42.00

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CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 2
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FUND: POKEGAMA GOLF COURSE
 FOR 4 PERIODS ENDING APRIL 30, 2011

ACCOUNT #	DESCRIPTION	BALANCE 01/01/11	NET DEBITS	NET CREDITS	BALANCE 04/30/11
LIABILITIES					
613-00-00-00-2160	ACCRUED WAGES PAYABLE	1,271.35	1,271.35	0.00	0.00
613-00-00-00-2166	OPEB LIABILITY	4,501.00	0.00	0.00	4,501.00
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
613-00-00-00-2220	DEFERRED REVENUE	6,552.60	6,552.60	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	0.07	0.07	0.00
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	2,219.25	7,714.71	5,495.46
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		253,334.56	214,038.18	284,351.30	323,647.68
TOTAL LIABILITIES					
		253,334.56	214,038.18	284,351.30	323,647.68
FUND EQUITY					
613-00-00-00-2950	RESERVE FOR ENCUMBRANCES	0.00	11,643.31	42,119.86	30,476.55
613-00-00-00-3010	NET ASSETS	2,715,418.32	0.00	0.00	2,715,418.32
TOTAL		2,715,418.32	11,643.31	42,119.86	2,745,894.87
TOTAL FUND EQUITY					
		2,715,418.32	11,643.31	42,119.86	2,745,894.87
	FUND SURPLUS (DEFICIT)	0.00	16,977.90	0.00	(16,977.90)
TOTAL LIABILITIES AND FUND EQUITY					
		2,968,752.88	242,659.39	326,471.16	3,052,564.65

CITY OF GRAND RAPIDS - POKEGAMA GOLF COURSE
Statement of Income and Expenses
MARCH 31, 2011 TO MARCH 31, 2007

	YTD THROUGH 3/31/2011	YTD THROUGH 3/31/2010	YTD THROUGH 3/31/2009	YTD THROUGH 3/31/2008	YTD THROUGH 3/31/2007
Operating Revenues:					
Season Passes	\$ 30,684	\$ 25,782	\$ 48,305	\$ 16,629	\$ 44,395
Green Fees	187	1,426	-	-	-
Ancillaries	-	3,863	-	-	4,778
Total Operating Revenues	<u>30,871</u>	<u>31,071</u>	<u>48,305</u>	<u>16,629</u>	<u>49,173</u>
Operating Expenses:					
Personnel	29,800	35,571	35,532	39,428	39,274
Materials and Supplies	6,376	5,209	2,140	5,677	5,092
Other Services & Charges	38,030	24,708	47,391	43,277	39,389
Total Operating Expenses	<u>74,206</u>	<u>65,488</u>	<u>85,063</u>	<u>88,382</u>	<u>83,755</u>
OPERATING INCOME (LOSS)	<u>(43,335)</u>	<u>(34,417)</u>	<u>(36,758)</u>	<u>(71,753)</u>	<u>(34,582)</u>
Nonoperating Revenues	47	150	1,400	4,281	3,443
Concessionaire Lease	-	-	-	-	-
Clubhs/Park Prj Fundraising Exps	-	(462)	(8,183)	-	-
Depreciation	(16,952)	(963)	(8,649)	(9,796)	(12,450)
NET INCOME (LOSS)	<u>\$ (60,240)</u>	<u>\$ (35,692)</u>	<u>\$ (52,190)</u>	<u>\$ (77,268)</u>	<u>\$ (43,589)</u>