



# MEETING MINUTES

## New Prague Golf Board

In-Person and On-Site  
Tuesday, January 25<sup>th</sup>, 2022

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The meeting was called to order at 6:31pm by Golf Board President Tom Mach. The following Board Members were present: Jen Berglund, Rich Carlson, Tom Mach, Den Gardner via phone, and Councilmember Shawn Ryan. Board Member Adam Brister was unable to attend. Also present: GPE Owner/Manager Kurt Ruehling and City Administrator Josh Tetzlaff.

- **Approval of December 21<sup>st</sup>, 2021 Meeting Minutes:**
  - A motion to approve December 21<sup>st</sup>, 2021 Minutes was made by Ryan, seconded by Berglund. Motion carried (5-0)
  
- **Approval of Claims for Payment \$115,481.49:**
  - Bond payments of \$89,400.00 were included this month
  - A motion to approve Claims for Payment was made by Ryan, seconded by Carlson. Motion carried (5-0)
  
- **Review Monthly Income Statement and Balance Sheet (December 2021):**
  - Ryan inquired about credit card fees...discussion followed. Ruehling will try to get information from similar golf courses if they charge a convenience fee
  - Ruehling noted that the Liability "Jr Scholarship" has been changed to "Jr Golf Fund"
  - A motion to approve Monthly Income Statement and Balance Sheet was made by Carlson, seconded by Berglund. Motion carried (5-0)
  
- **Grounds Operation Update:**
  - New for 2022...a report was provided in the Board Packet
  - 2022 Special Projects list was presented and discussed. Main topic was the deteriorating cart path behind #5 green. Superintendent Jeff Pint is researching the use of rubber matting vs. asphalt, to lower cost. Pint obtained a quote from Prior Lake Blacktop Inc. of \$12,326.00 to remove and replace cart path
  - Rebuilding some forward tee boxes is also on the Special Projects List. The list is prioritized and Pint shall manage the projects as funds are available
  - A survey to the Keen Senior League regarding the priority list of forward tees was mentioned...Ruehling will conduct if needed
  - Order for new equipment has been placed. Pint indicated that most of the pieces of equipment will not be delivered until late summer/early fall of 2022
  
- **Marketing Update:**
  - Menus have been distributed to local businesses to promote and market our lunches.
  - Website updating is ongoing and will be considerably more informing moving forward
  - Ruehling to pursue the use of The New Prague Times and KCHK to promote lunches

- **Golf Operation Update:**
  - Ruehling has schedule of events up on website and on website calendar
  - 2022 League information is being finalized and it is being given to GolfNow to put on website as it is completed
  - Rates are being updated in POS system
  - Ruehling is meeting with Junior Golf committee and volunteers to finalize junior programs for 2022
  - Ruehling provided a List of Goals to the Board and mentioned that the list is governed by the Scope of Services in his management contract
  
- **Food & Beverage Update:**
  - Hosted a very successful Bridal Shower with many compliments on the food
  - Chamber Bingo started in January and the crowds have been larger than in the past. Staff is offering (2) food specials and soup specials each week
  - Lunch crowds have been small, but we are establishing NPGC as another place to have lunch in town
  - We plan to advertise in the New Prague Times for lunches, anniversaries, birthdays, showers, and meetings moving forward
  - We are planning fish offerings during the Lenten season
  - Once the golf season begins, we will monitor the facility use to see if we can host other food and beverage events alongside of regular golfer food activity
  
- **Golf Scholarship Proposal-Den Gardner**
  - Gardner highlighted a number of items from an email he authored regarding the Scholarship Fund. Fund total is at \$4,500.00 YTD. Still waiting to hear from a number of donors
  - Scholarship Golf Outing has been scheduled for Sunday, August 21<sup>st</sup>, 2022. Berglund and Carlson have volunteered to serve on an event committee if needed
  
- **Miscellaneous:**
  - Ruehling was finally able to indicate...THE BEER TAP LINES HAVE BEEN INSTALLED AND WORK GREAT!
  - Tetzlaff informed Board that the Parks Department have come across a few cases of Emerald Ash Borer in some of the parks in the Scott County side of town
  - Still hoping to fill the vacant Golf Board position
  
- **Adjournment:**
  - A motion to adjourn the meeting at 7:58pm was made by Ryan, seconded by Carlson. Motion carried (5-0)

**Next Golf Board Meeting – February 22<sup>nd</sup>, 2022, 6:30pm**

Respectfully submitted by,

*Kurt Ruehling, GPE  
GM/PGA Golf Professional*