



SPECIAL MEETING MINUTES

New Prague Golf Board

Tuesday, March 24th, 2020, 6:30 P.M.

(Online via GoToMeeting)

Conducted via GoToMeeting due to the COVID-19 Pandemic which is preventing attendance at the regular meeting location.

Golf Board President Tom Mach called the online meeting to order at approximately 6:44 p.m. with the following Board Members present: Chuck Nickolay, Den Gardner, Joe Halbmaier, Rich Carlson, and Kevin Cassidy. Board Member Jen Berglund was unable to attend. Staff Present Online: GPE Owner/Manager Kurt Ruehling, Superintendent Jeff Pint, and City Administrator Mike Johnson.

- Approval of February 25th, 2020 Meeting Minutes:
 - Board Member Nickolay made motion to approve minutes, seconded by Board Member Cassidy. Motion carried (6-0).
- Approval of Claims for Payment:
 - Mach questioned payment to CTS for computer support. Johnson clarified payment to cover computer integration with City Hall.
 - Board Member Mach made motion to approve Claims for Payment, seconded by Board Member Halbmaier. Motion carried (6-0).
- Review Monthly Income Statement and Balance Sheet (February 2020):
 - Board Member Nickolay made motion to approve Monthly Income Statement and Balance Sheet, seconded by Board Member Gardner. Motion carried (6-0).
- Marketing Update:
 - The topic of the COVID-19 Pandemic was front and center. Ruehling and Pint have plans in place if course is allowed to open after Friday, March 27th, 2020
 - Ruehling indicated that GolfNow has dynamic pricing rates in place, website continues to be 'cleaned up', and Facebook was used for employment advertising and received 10+ applications.
 - Gardner inquired as to frequency of Marketing Strategy Plan delivered to City Council...monthly should satisfy Council
 - Cassidy gave information on successful Facebook campaign marketing memberships
 - Other social media options were discussed. Carlson will assist with Twitter feeds along with Cassidy and Ruehling's help.
- Golf Operation Update:
 - Plans in place to help keep players safe from the spread of COVID-19 when course opens
 - Ruehling explained that he is starting to receive merchandise, former employees are being contacted, website organizing is continuing, and hiring process has begun.
 - Ruehling is setting up tee sheet and contacting outside events as season approaches

- Grounds Operation Update:
 - Pint and Ruehling are working closely to set the opening date...currently delayed by the COVID-19 Pandemic
 - Pint explained that they continue to try to catch up with service on equipment
 - Pint update Board on successful tree removal, discussed possible replanting on hole #6 with trees from nursery
 - Nickolay inquired about water issue in front of #11 and #14 tees. Pint believes a tile line is plugged and will work to solve issue
- Food & Beverage Update:
 - Chamber Bingo had been cancelled due to the COVID-19 Pandemic. Nickolay will present season summary at Council to show P/L
 - Clubhouse remains closed through Friday, March 27th at 5:00 per Governor Walz' Executive Order to help curb the spread of the COVID-19 virus
 - Ruehling met with Staff to assign tasks for 2020. Holly Werner, Joyce Cassidy, and Barb Beckius were present
- Miscellaneous:
 - Johnson and Ruehling gave update on main kitchen ceiling project. Complete cost will be approximately \$11,500.00 and should be completed by mid-April. Ruehling will ensure contactors will have access during clubhouse closure
- Adjournment:
 - Board Member Nickolay made a motion to adjourn the meeting at 7:42 pm, seconded by Board Member Halbmaier.
 - Motion carried (6-0).

Respectfully Submitted,

Kurt Ruehling, General Manager