



MEETING MINUTES

New Prague Golf Board

In-Person and On-Site
Tuesday, August 23rd, 2022

The meeting was called to order at 6:30 pm by Golf Board President Tom Mach. The following Board Members were also present: Bob Cunniff, Adam Brister, Rich Carlson, Den Gardner, and Councilmember Shawn Ryan. Board Member Jen Berglund was unable to attend. Also present: GPE Owner/Manager Kurt Ruehling and City Administrator Josh Tetzlaff.

- **Approval of July 26th, 2022 Meeting Minutes:**
 - A motion to approve July 26th, 2022 Minutes was made by Mach, seconded by Carlson. Motion carried (6-0)
- **Approval of Claims for Payments (\$54,817.54):**
 - A motion to approve Claims for Payment was made by Gardner, seconded by Brister motion carried (6-0)
- **Review Monthly Income Statement and Balance Sheet (July 2022):**
 - Ruehling was asked to contact Robin Pikal, Finance Director, and clarify the excessive amount in “Dues & Subscriptions”. Ruehling believes it is handicap fees. Ruehling will also look over the “Special Order” account, he feels the margins are not as large as they should be
 - A motion to approve the Income Statement and Balance Sheet was made by Carlson, seconded by Mach. Motion carried (6-0)
- **Grounds Operation Update:**
 - Superintendent Jeff Pint met with our Sales Representative for the new grounds equipment and found out, at the very best, we can expect delivery in November or December. Board very disappointed that the vendor has taken nearly 1 year to produce the order
 - Maintenance staff repaired a challenging water leak in clubhouse
 - The Street Department was able to assist in the removal of a few dead trees from the grounds
 - Aerification of the tees and fairways will begin soon
 - Discussion continued on the removal of the deteriorating cart path on hole #5
 - A motion that Jeff Pint, Superintendent, is to be directed by City Administrator, Josh Tetzlaff, to coordinate the removal of the path on hole #5 with assistance from City Staff...completed by September 15th, seconded by Cunniff. Motion carried (6-0)
 - The entire Board continues to compliment grounds staff on great conditions!
- **Food & Beverage Update:**
 - Board Members give the Food and Beverage staff “thumbs up” for their continued efforts and great food / service!
 - Food & Beverage Coordinator Holly Werner was unable to submit a report for July
- **Golf Operation Update:**
 - Ruehling stated that July was a very busy month!
 - Rounds of golf are very comparable to 2021, with revenues over \$30,000.00 ahead of last year

- The Junior League concluded with a pancake breakfast and Ruehling wanted, again, to recognize Dan Puls, Steffi Williams, Simon Kallal, Holly Werner, Jill Kes, and the rest of the staff that helped make the season-ending breakfast the highlight of the Junior Golf League
- Ruehling is pursuing a different, more user-friendly POS system for the clubhouse, with the assistance of local marketing company Twin Cities Golf. He feels the local marketing will be more beneficial than the national coverage from current vendor GolfNow
- Ruehling would like to improve the practice range operation...will look into the feasibility of some new equipment and possibly a range ball dispensing machine
- Ruehling reported that a facet of GolfNow has been flagged as “vulnerable” by a system security scan that was performed by the City. He will stay informed as to how to proceed
- **Marketing Update:**
 - Ruehling would like to offer the Promotional membership, once again, for 2023. \$200.00 down-play free for the rest of 2022. \$300 down-play free with a cart for the rest of 2022. Ruehling to promote
 - A motion was made by Gardner to offer promotion, seconded by Mach. Motion approved (6-0). Currently focusing on Club Championship promotion
- **Golf Scholarship Proposal-Den Gardner**
 - Gardner undated Golf Board on a very successful Scholarship Golf Outing!! The event raised more than \$3,000.00 for the Scholarship Fund. 15 teams participated, praise for Holly and F&B team. Thank you letters were sent to sponsors.
- **Hiring Golf Manager as City Employee – Josh Tetzlaff**
 - Discussion continued regarding the proposed General Manager Position, returning to the budget continued...with Councilmember Ryan present
 - A motion was made by Ryan to table discussion until the September meeting, seconded by Cunniff. Motion carried (6-0)
 - Ruehling was asked to add this item to the September Agenda
- **Reduced Rate for City Employees at Golf Club – Josh Tetzlaff**
 - A motion was made by Brister to offer a 50% off membership and a 50% off punch card to all full time employees, seasonal employees, and paid on-call employees working for the City of New Prague, seconded by Ryan. Motion carried (6-0)
- **Miscellaneous:**
 - Ruehling was asked to add the 2023 Golf Budget and 2023 GPE Management Contract to the September meeting agenda
- **Adjournment:**
 - A motion to adjourn the meeting at 8:55pm was made by Ryan, seconded by Brister. Motion carried (6-0)

Next Golf Board Meeting – Tuesday, September 27th, 2022, 6:30pm

Respectfully submitted by,

Kurt Ruehling, GM/PGA Golf Professional