

## Meeting Minutes – Special 2016 Budget Meeting

### New Prague Golf Board

Tuesday October 13, 2015

### New Prague Golf Club

The meeting was called to order at the New Prague Golf Club at 6:35pm by Tom Mach, with the following members present: Dwayne Anderson, Erik Kallal, Jay Schoenebeck, and Jenna Tuma. Board members Ashley and Guerrette were not available.

City Staff – Mike Johnson  
Mayor Chuck Nickolay

#### Budgets - 2016

- Reviewed Memberships & Fees (Greens and Cart Fees)
  - Memberships proposal – 1.5% dues increase
  - Fees proposal – \$1 increase for greens fees and cart fees
- Reviewed operational budgets
  - Reviewed revenue (detailed membership data) and expense planning
  - Discussed part-time staff budget in Golf Operations in detail
    - Discussed changes in Golf Management Staff (March / April 2015) – maintained same staff level
    - Staff change – Golf / F&B personnel resignation and hired F&B personnel
    - Effect – significant over budget in Golf part-time and savings in F&B part-time and increases in F&B revenues
    - GB requested part-time staff payroll breakdown by hour for budgeting purposes
    - Discussed challenges of maintaining appropriate staffing levels to provide services to members and guests
    - Part-time staff budgeting over previous 4 years (Golf and F&B Operations) was based on historical audit data (and not hour baseline / benchmark)
  - Discussed booking a ‘reserve’ for 2015 for non-capital Clubhouse projects pending cash flow projections
  - Discussed Ash Tree treatment – questions about effectiveness of chemical treatment, Scott County is studying and City working with County to determine City wide plan – working to deploy most cost effective alternatives, GB to determine whether additional budget dollars needed for chemical treatment vs other alternatives to handle Ash Trees
- Reviewed Capital – plan for additional review at Oct 27 Board Meeting
  - Mach requested review of Clubhouse capital / operational equipment upgrade priorities
- Miscellaneous
  - Oct 27 – make changes to operational budget for review and recommendation at Golf Board Meeting
  - Nov 9 – plan to review recommended budget with City Council at Budget Workshop Meeting
- Motion to adjourn at 9:05pm (M – Anderson, 2<sup>nd</sup> – Schoenebeck), motion carried 5-0

Respectfully Submitted,  
Wade Brod  
Kurt Ruehling