



# MEETING MINUTES

## New Prague Golf Board

(Virtual via online GoToMeeting)  
Tuesday, October 20<sup>th</sup>, 2020

---

The meeting was called to order online at 6:32pm by Golf Board President Tom Mach. The following Board Members were online: Tom Mach, Chuck Nickolay, Joe Halbmaier, Den Gardner, and Rich Carlson. Other(s) online: GPE Owner/Manager Kurt Ruehling. Not present were Board Members Jen Berglund, Kevin Cassidy, City Administrator Mike Johnson, and Superintendent Jeff Pint.

- Approval of September 22<sup>nd</sup>, 2020 Meeting Minutes:
  - Board Member Carlson made motion to approve minutes, seconded by Board Member Nickolay. Motion carried (5-0).
- Approval of Claims for Payment:
  - The invoice from CTS for \$1794.00 was in question, Nickolay believed it was for two months. Need to clarify with Patty Solheid at City Hall
  - Nickolay made motion to approve Claims for Payment, seconded by Board Member Halbmaier. Motion carried (5-0).
- Review Monthly Income Statement and Balance Sheet (September 2020):
  - Numbers are, once again, very good for the season!
  - Ruehling indicated that at this time last year we were at 110% of the budgeted revenue, a number that the Facility has not seen in many years.
  - Ruehling highlighted some great positive comparisons between 2019 and 2020!
  - Mach made motion to approve Monthly Income Statement and Balance Sheet, seconded by Gardner. Motion carried (5-0).
- Marketing Update:
  - Ruehling reassured Board that the New Member Promotion is/was a success. He will have another update at the next meeting.
  - Ruehling informed the Board that the Public Country Club marketing piece brought over 500 patrons to NPGC that have never played the golf course before!
- Golf Operation Update:
  - Ruehling gave an update on total number of rounds YTD = 28,641, which is approximately 10,000 more than 2019!
  - Ruehling also reported that the accounts receivable was at a NEGATIVE number for the first time in a long time!
  - Per Gardner's suggestion at an earlier meeting, Ruehling is preparing to send a letter to all 2020 New Members, thanking them and inviting them back in 2021
- Grounds Operation Update:
  - Ruehling passed along the plans/procedures for winterizing golf course. He will check with Superintendent Jeff Pint to confirm

- Board Member Gardner expressed concern with the size and condition of the forward teeing area on hole #13. Ruehling will pass along to Pint and discuss options.
- Food & Beverage Update:
  - Staff continues to do a great job with inventory levels
  - Gardner commended the staff on a great service/food quality year.
  - Ruehling added that Chamber Bingo is planning on returning to NPGC in 2021 barring no COVID-19 related restrictions
- COVID-19 Update
  - Ruehling assembled and submitted a list of expenses and charges caused by the pandemic, to City Hall for reimbursement. The Board would like to see this list.
  - Ruehling is very hopeful that CARES Act funds will be distributed to the Golf Course budget to cover unexpected expenses
- 2021 Budget Discussion and Proposals
  - Nickolay led the discussion with explanations of how he arrived at key numbers in the proposal. Gardner inquired whether or not price increases were figured in, discussion continued.
  - Halbmaier expressed concern that if other sports come back, will it affect our numbers
  - Ruehling suggested no increases due to the unique season we just had
  - Mach asked if new compensation numbers were in place for Ruehling, Pint, and Mechanic Mike Portner, Nickolay confirmed. Nickolay also added that the 2021 management contract between GPE (Ruehling) and the City was still being negotiated
  - Nickolay and Ruehling will seek insight from Pint regarding the Grounds budget
  - Motion to amend budget proposal prior to submitting to Council was made by Nickolay, 2<sup>nd</sup> by Halbmaier. Motion carried (5-0)
- Miscellaneous:
  - Gardner left meeting at 8:09pm
  - Motion to keep membership and greens fee rates the same as 2020 was made by Carlson, 2<sup>nd</sup> by Halbmaier. Motion carried (4-0)
  - Ruehling and Board thanked Nickolay for his work with the 2021 Budget
- Adjournment:
  - Nickolay made a motion to adjourn the meeting at 8:14pm, seconded by Mach. Motion carried (4-0).

**Next Golf Board Meeting – November 24<sup>th</sup>, 2020, 6:30pm**

*Respectfully submitted,*

*Kurt Ruehling, General Manager*