

Meeting Minutes

New Prague Golf Board

Tuesday October 23, 2012

New Prague Golf Club

The meeting was called to order at the New Prague Golf Club at 6:33pm by Curt Guerrette, with the following members present: Tom Mach, Eric Kallal and Mark Bartusek.

Golf Staff present – Kurt Ruehling

City Staff present – City Administrator Johnson

- Approval of minutes from September 25, 2012 meeting
 - Board Member Kallal made the motion to approve minutes (M – Kallal, 2nd – Mach), motion was carried 4-0
- Approval of claims for payment. Board Member Bartusek made motion to approve claims for payment (M – Bartusek, 2nd – Mach), motion was carried 4-0
- September 2012 financial reports (Income Statement and Balance Sheet). Mach made the motion to approve the financial reports: (M – Mach, 2nd – Bartusek), motion carried 4-0
- 2013 Budget Review
 - Brod reviewed the projected budget for year-end 2012
 - Projections based on activity in last quarter of 2011 (and historical data in 2009/10) along with other planned activities at the Golf Club
 - Brod reviewed the proposed 2013 budget
 - **Golf Operation Revenue**
 - Projecting 10% revenue increase vs 2011 audited
 - < 1% increase vs 2012 Adopted Budget
 - 2011(229 Total) Membership – added 47 net members vs 2010 (182 Total)
 - 2012 (258 Total) Membership – added 29 net members vs 2011
 - 2013 Membership Projection – conservative ‘net add’ of 10 members
 - Administrator Johnson noted the projected Green Fees Revenue in 2012 needs review
 - October 1 thru October 23, 2012 (\$5100 in Green Fees Revenue collected)
 - **Golf Operation Expenses**
 - 2012 Adopted Budget (\$448,866)
 - 2013 Proposed Budget (\$442,120)
 - 1.5% decrease proposed
 - **Food & Beverage Revenue**
 - 19% increase in 2011 (vs 2010)
 - 12% increase in 2012 (vs 2011 audited)
 - Note – F&B Revenues are approaching 2006/7/8 Revenues when operation was staffed by a full-time employee
 - 2013 – proposing conservative 5% increase based on 2011/12 performance
 - **Food & Beverage Expenses**
 - 6% decrease in 2011 (vs 2010)
 - 5.5% increase in 2012 (vs 2011 audited)
 - Note – the 5.5% increase in F&B expenses resulted in a 12% increase in F&B Revenue
 - **Maintenance Expenses**
 - Part-time Wages – 10% increase (2 additional part-time staff)
 - Fertilizer & Chemicals – increased \$2000 for additional broadleaf weed control
 - Machinery Parts – decreased \$2000 (fewer repairs with new replacement equipment)
 - Irrigation
 - Columbus Ave pump station (\$7 to \$8K) – pump and motor repair

- 2014 Irrigation Budget will be back to the \$5000 range
- Course General Improvements
 - Tee box / bunker area turf improvements (\$9000 sod expense added)
 - Sod expense will not a permanent budget item
 - Tee box and bunker turf area improvements is a project that will be completed over period of 2 to 3 years
 - Note – maintenance staff has created a ‘sod harvesting’ area on the driving range. This turf is being maintained around tee height and will likely be ‘harvestable’ as sod in the next 2 to 3 years. Some of this turf has been moved into areas of the golf course, but does need a little more time to be properly ready for this project.
- **2013 Proposed Maintenance Budget is 9% overall increase vs 2012 Adopted Budget**
 - Note – maintenance staff has done a good job of managing their budget over the years
 - 2011 – Adopted Budget for Total Maintenance Expenditures = \$267,480
 - Actual Expenditures = \$252,147
 - 5.5% Under Budget
 - 2012 - Adopted Budget for Total Maintenance Expenditures = \$285,195
 - Projected Expenditures = \$281,597
 - Projecting ~ 1 to 2% Under Budget
 - Note – some of the expenditures in the Maintenance Budget are over budget and other expenditures are under budget. That is the nature and result of managing the grounds and adjusting to weather or other circumstances that are not completely under our control.
- **2013 Proposed Budget shows an increase of Total Expenditures of ~ 4.5%**
 - Some of the Budget Increases are 1-time spend items
 - Irrigation (\$7000 to \$8000 pump and motor)
 - General Improvements (\$9000 sod)
 - Projecting ‘Net Loss’ of **\$52,238** (vs 2012 **\$41,709**) with the additional expenditures and conservative increases in Golf Operations and F&B
- **Overall Golf Operations Performance in 2012 vs 2012 Adopted Budget**
 - 2012 Revenues – projecting a 1 to 2% increase
 - 2012 Expenses – projecting a 1 to 2% decrease
 - 2012 ‘Net’ Improvement projected at 2 to 4%
 - 2012 Adopted Budget showed a ‘Net Loss’ of **\$41,709**
 - 2012 Projected ‘Net Loss’ of **\$15,208**
 - Projecting a \$26,500 improvement
- Board Member Guerrette made the motion to recommend the fees and dues to remain un-changed and the proposed 2013 Budget with the noted adjustments above for Council review and approval (M – Guerrette, 2nd – Bartusek), motion carried 4-0
- Bingo at the Golf Club in 2013
 - Board Member Kallal made the motion to recommend the Golf Club host the New Prague Chamber Bingo in 2013 (M – Kallal, 2nd – Guerrette), motion carried 4-0
- Miscellaneous
 - None
- Motion to adjourn at 7:38pm (M – Guerrette, 2nd – Mach), motion carried 4-0

Respectfully Submitted,
 Wade Brod
 Kurt Ruehling