



MEETING MINUTES

New Prague Golf Board

In-Person and On-Site
Tuesday, October 25th, 2022

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

- **Approval of September 27th, 2022 Meeting Minutes:**
 - A motion to approve September 27th, 2022 Minutes was made by Gardner, seconded by Brister. Motion carried (5-0)
- **Approval of Claims for Payments (\$57,808.68):**
 - Berglund questioned the high utilities amount of \$15,996.35, discussion followed. Tetzlaff informed Golf Board of a study that is being conducted on the City water usage at NPGC. Mach welcomed this information, and the Board is looking forward to hearing the results.
 - A motion to approve Claims for Payment was made by Brister, seconded by Cunniff. Motion carried (5-0)
- **Review Monthly Income Statement and Balance Sheet (September 2022):**
 - Cunniff inquired about the \$10,000 for Special Projects and how the City staff labor was not yet reflected in the financials. It was pointed out that the expense has not yet 'hit' the financials but was considered in the 2023 Budget proposals.
 - Mach pointed out some discrepancies in the 'License Fees/Registration' line item. Ruehling will work with Pikal, Finance Director, to ensure this becomes a more predictable item...for future budgeting
 - A motion to approve the Income Statement and Balance Sheet was made by Mach, seconded by Gardner. Motion carried (5-0)
- **Debt Service/Capital Updates**
 - Mach was concerned that the \$121,000 transfer from the City did not appear in the 2024 Capital Projections. Tetzlaff suggested we try to 'phase out' the transfer over a 3-4 year period.
 - Board would like Jeff Pint, Superintendent, to provide a 'Wish List' of items needed for the Grounds Operation along with an explaining why the items need replacing. This list is requested by the end of the year. Board would like Pint to attend November and/or December meeting to give added insight on the Grounds Operation.
- **Review of Golf Course Consultant Agreement between the City of New Prague and GPE, LLC**
 - Board received clarification that Ruehling is responsible for all Full Time Employees and Operational Department Heads report to him
 - A motion to recommend, to City Council, the approval of the Golf Course Consultant Agreement between the City of New Prague and GPE, LLC was made by Gardner, seconded by Mach. Motion carried (5-0)
- **2023 Golf Budget Proposal/Discussion:**
 - Thorough discussion resulted in the adjustment of a few line items. Tetzlaff and Pikal provided valuable numbers and comments

- A special thank you to Chuck Nickolay, Former Mayor/Golf Board Liaison, for his work on the 2023 Budget
- A motion to approve the 2023 Golf Budget Proposal was made by Gardner, seconded by Cunniff. Motion carried (5-0)
- **Grounds Operation Update...Jeff Pint:**
 - Leaf blowing and mulching continues as the seasons change. Staff is doing an incredible job, considering the number of trees
 - Aerification of the golf course continues
 - A list of maintenance tasks that make up the '40-hour work week' would be helpful for Golf Board to better understand what happens in the offseason
 - Golf Board would like a list showing what 'full staff' looks like. They want to ensure the Club has the opportunity to complete regular and special projects. Pint will provide Ruehling with the information
- **Food & Beverage Update...Holly Werner:**
 - Board Members are very happy with the Food and Beverage Coordinator, Holly Werner...and our F&B staff!
 - Werner provided a recap of September events, stating that the Club continues to be busy with F&B activity
 - Werner and Ruehling are working closely to provide new dining opportunities this off-season...'stay tuned'!
- **Golf Operation Update...Kurt Ruehling:**
 - September was another good month! Revenues are over \$60,000.00 ahead of 2021 and we are currently still about 150 rounds ahead of 2021. On pace for 32,000!
 - A recap of September events hosted was given...all of which will be returning in 2023!
 - Once we get into November, the weather will be watched closely...for possible closing date
 - Ruehling would like to make the following increases in Membership Dues/Services: Family...\$20, Couple...\$15, Single...\$10, Young Adult...\$25, Range Pass...\$15, Handicap Fee...\$5, Couples League-Guest...\$20, Range Ball Baskets...\$1. Golf Board agreed
- **Marketing Update...Kurt Ruehling:**
 - Ruehling is working with Lightspeed and Twin Cities Golf to switch over the facility's point of sale system and website page
- **Golf Scholarship Proposal...Den Gardner:**
 - No update this month
- **Miscellaneous:**
 - Gardner discussed the wage allocations from City Hall that appear on the budget. Discussion followed and the consensus is the allocations are appropriate
 - Board asked Ruehling to have Pikal provide financials through 9/30/22 for the upcoming budget workshop. Workshop scheduled for Tuesday, October 25th, 2022 at 6:30p
- **Adjournment:**
 - A motion to adjourn the meeting at 8:33pm was made by Berglund, seconded by Cunniff. Motion carried (5-0)

Next Golf Board Meeting – Tuesday, November 22nd, 2022, 6:30pm

Respectfully submitted by,

Kurt Ruehling, GM/PGA Golf Professional