



MEETING MINUTES

New Prague Golf Board

In-Person and On-Site
Tuesday, November 22nd, 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 (joined at 7:00p), Den Gardner, Adam Brister, Jen Berglund, and Rich Carlson. Councilmember Shawn Ryan was unable to attend. Also present: GPE Owner/Manager Kurt Ruehling, and Jeff Pint, Grounds Superintendent.

- **Approval of October 18th Special Meeting and October 25th Regular Meeting Minutes:**
 - A motion to approve October 18th, 2022 Special Meeting Minutes was made by Gardner, seconded by Carlson. Motion carried (5-0)
 - A motion to approve October 25th, 2022 Regular Meeting Minutes was made by Gardner, seconded by Carlson. Motion carried (5-0)
- **Approval of Claims for Payments (\$23,367.30):**
 - A motion to approve Claims for Payment was made by Gardner, seconded by Carlson. Motion carried (5-0)
- **Review Monthly Income Statement and Balance Sheet (October 2022):**
 - A motion to approve the Income Statement and Balance Sheet was made by Gardner, seconded by Brister. Motion carried (5-0)
- **Debt Service/Capital Updates**
 - Board did not have any items to discuss and removed from Agenda
- **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 Update:**
 - City Council approved the management contract with Kurt Ruehling, GPE for the 2023 season (5-0).
- **Grounds Operation Update...Jeff Pint:**
 - Pint updated Golf Board on the delivery of 2022 equipment. He said the earliest they might arrive is December, but most likely in Jan '23 or Feb '23.
 - Pint indicated to the Board that the optimal number of grounds staff is 5-6 retired and 5-7 high school/college.
 - Brister suggested grounds crew job postings at the High School.

- **Food & Beverage Update...Holly Werner:**
 - Board Members continue to be happy with the Food and Beverage Coordinator, Holly Werner...and our F&B staff!
 - Werner provided a recap of October events and is looking forward to hosting upcoming holiday activities.
 - Werner is organizing noon lunches, after the 1st of the New Year.

- **Golf Operation Update...Kurt Ruehling:**
 - October remains to be on pace to surpass 2021...hoping for 32,000 rounds!
 - The golf course closed for the 2022 season following play on Thursday, November 10th. That gave us 215 available days in 2022...30 less days than 2021.
 - Focus is now on integrating the new operating system into place.
 - Hoping to have new user-friendly website live soon!

- **Marketing Update...Kurt Ruehling:**
 - Advertising will take place for upcoming events, dinners, and lunches.
 - Being open following the Parade of Lights was advertised with Chamber and on Facebook.
 - Gardner would like Ruehling to add a link on the website for the Scholarship Fund.

- **Golf Scholarship Proposal...Den Gardner:**
 - 2022 updated year-end monies raised is approximately \$7,000.00!! This exceeded Gardner's expectations.
 - Berglund asked if the money in the account was "working for us". Gardner indicated that the holding account did provide interest to the deposits.

- **Adjournment:**
 - A motion to adjourn the meeting at 7:11pm was made by Carlson, seconded by Mach. Motion carried (6-0), with Cunniff now present

Next Golf Board Meeting – Tuesday, December 20th, 2022, 6:30pm

Respectfully submitted by,

*Kurt Ruehling, PGA
General Manager*