

Meeting Minutes

New Prague Golf Board

Tuesday February 24, 2015

New Prague Golf Club

The meeting was called to order at the New Prague Golf Club at 6:30pm by Tom Mach, with the following members present: Stacey Witty, Curt Guerrette, Eric Kallal, Pat Scripture, Jay Schoenebeck and Scott Johnson.

City Staff – Mike Johnson

Superintendent – Jeff Pint

Golf Staff – Kurt Ruehling

- Approval of minutes from January 27, 2014 meeting
 - Board Member Guerrette made the motion to approve minutes per amendments discussed – cabinet purchase, special orders, sundries and part-time wages. Cabinet was discussed in spring 2014 with Golf Board and invoice delivered in December 2014 for payment.
 - M – Guerrette, 2nd – Witty, motion was carried 7-0
- Approval of claims for payment. Board Member Johnson made motion to approve claims for payment (M – Johnson, 2nd – Guerrette), motion was carried 7-0
- January 2015 financial reports (Income Statement and Balance Sheet). Guerrette made the motion to approve the financial reports (M – Guerrette, 2nd – Scripture), motion carried 7-0

- Capital Priority Review (Equipment & Clubhouse)
 - Board Member Kallal made motion to approve a rough mower (\$59k) and equipment lift (\$10k)
 - M – Kallal, 2nd – Witty, discussion...
 - Guerrette – discussed adding Cushman
 - Scott Johnson – discussed approval all equipment requested (5 pieces)
 - Mach – discussed adding top dresser and repair/fix cushman & work cart (the top dresser is a direct impact to our product – greens)
 - Board Member Witty made the motion to amend the initial motion to also add the top dresser (\$14k)
 - M – Witty, 2nd – Kallal, motion was carried 7-0
 - Board Member Mach called for a vote on the amended motion to include the rough mower (\$59k), equipment lift (\$10k) and top dresser (\$14k), for a total of \$83k capital spend, and to recommend this to the Council on March 2, 2015
 - Vote was carried 7-0
 - Golf Board reviewed the Clubhouse priority list for repairs and requested to discuss further at the March Golf Board Meeting
 - Kitchen Ceiling – finalize quotes
 - Clubhouse Exterior Painting – finalize quotes
 - Flooring – complete a facility flooring plan and get started with quoting process
 - Bathroom updates – discuss at future meetings

- Charging Policy Review – reviewed the following (Brod to email GB Members for comments / feedback):
 - Credit Card must be on file to charge
 - Currently, inactivating all accounts w/o a current Credit Card on file
 - At 30 days, account is considered overdue
 - \$5 fee if payment not received in 30 days
 - At 45 days, Credit Card charged to pay account in full
 - Snack Bar – printed list
 - Formalize and email communication

- Old Business Review
 - Reviewed some open items from January meeting
 - Brod took action to follow-up on special orders and sundries.

- Miscellaneous
 - Brod shared a responsibility duty roster for staff – working document for board to review and provide feedback
 - Bevcomm Bill – determine internet fee
 - Clubhouse Equipment Inventory – Brod to provide list to Golf Board
 - Superintendent Pint – update capital equipment list to show 10 years out (15 if possible)

- Motion to adjourn at 8:32pm (M – Witty, 2nd – Guerrette), motion carried 7-0

Respectfully Submitted,
Wade Brod
Kurt Ruehling