



# MEETING MINUTES

## New Prague Golf Board

On site, New Prague Golf Club  
Tuesday, July 25<sup>th</sup>, 2023

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

- **Approval of June 27<sup>th</sup>, 2023 Meeting Minutes:**
  - A motion to approve June 27<sup>th</sup>, 2023 Meeting Minutes was made by Gill, seconded by Carlson. Motion carried (5-0)
- **Approval of Claims for Payments (\$124,280.19):**
  - Gardner questioned the invoice from CIT GROUP, Ruehling conformed it was an invoice for Bermuda Sands apparel used for the NP Ryder Cup event
  - Berglund asked if the \$28,000 for Utilities was just for June...confirmed
  - A motion to approve the Claims for Payment was made by Berglund, seconded by Gill. Motion carried (5-0)
- **Review Monthly Income Statement and Balance Sheet (June 2023):**
  - Ruehling was asked to double check the budget numbers for Computer Support and Insurances moving forward, for budget discussion
  - Cunniff inquired about who insures the City, Tetzlaff confirmed that The League of Minnesota Cities provides an umbrella policy
  - Berglund inquired about Licensing Fees and if they should be increased slightly for 2024, Ruehling to discuss with Finance Director Robin Pikal
  - A motion to approve the Income Statement and Balance Sheet was made by Carlson, seconded by Cunniff. Motion carried (5-0)
- **Bylaw Review:**
  - Tetzlaff was present to discuss with Board Members
  - Gardner suggested any comments be presented to Tetzlaff by August 10<sup>th</sup>.
  - Board liked the change of allowing non-resident Board members...the dynamic of the membership would definitely support
  - Cunniff supports the "Future Planning" section
  - Gardner would like to see both self and supervisor reviews added
- **Contract Manager Discussion:**
  - Ruehling volunteered to leave meeting while the discussion took place
  - The Board and City Administrator discussed how the Golf Club and Manager performed over the previous 12-months.
- **Grounds Operation Update...Jeff Pint, Superintendent:**
  - Tee mowers have arrived
  - Board all agreed that our golf course is in the best shape of all surrounding facilities!
  - A tree study was done and results found 250+ ash trees are affected by the Emerald Ash Borer. Gill asked if any of the ash trees could be treated and saved? Carlson did not

believe once they were infected they could be saved. All present are hopeful there is a plan in place to remove the trees from the property...with City help?

- **Food & Beverage Update...Holly Werner-Pomije, Food & Beverage Coordinator:**
  - Holly Werner and Michelle Mulvihill, from staff, were present to add any insight
  - Werner indicated that the clubhouse has continued to be very busy and costs are up from 2022
  - Berglund like the “salad of the week” options that have been available. Board also commented on other items that are very good!
  - Werner looking to host lunches, card clubs, and wine tastings...etc. this off season
- **Golf Operation Update...Kurt Ruehling, GM/PGA Professional:**
  - Board pointed out that the membership count listed in previous report should be “361” instead of “261”
  - Ruehling will be requesting demo golf carts and is currently budgeting for a new fleet of golf carts in 2024, approximately \$200,000.00+, hopefully increasing fleet to (60) carts
- **Marketing Update...Kurt Ruehling:**
  - Ruehling would love to continue the Fall Membership Promotion of \$200 for remainder of season, then crediting the \$200 in the spring if player joins in full.
  - Ruehling would like to add the capabilities of Golf Genius tournament software for future events...will research costs
  - A motion to approve the Fall Membership Promotion was made by Gardner, seconded by Cunniff. Motion carried (5-0)
- **Golf Scholarship Event Summary...Den Gardner:**
  - Committee met and would like to promote event with a flyer on the website
  - Gardner hopeful that 18 teams will sign up for the event!
  - Ruehling was asked to add additional information on website and post flyers in clubhouse
- **Miscellaneous:**
  - Ruehling asked to add “Budget Discussion” to monthly Minutes
  - Gardner asked Ruehling to contact Chuck Nickolay, former Mayor and Board Liaison to the Board, to assist with budgeting for 2024...Ruehling to coordinate
- **Adjournment:**
  - A motion to adjourn the meeting at 8:05pm was made by Cunniff, seconded by Carlson. Motion carried (5-0)

**Next Golf Board Meeting – Tuesday, August 22<sup>nd</sup>, 2023, 6:30pm**

Respectfully submitted by,

*Kurt Ruehling, PGA*  
*General Manager*