



# MEETING MINUTES

## New Prague Golf Board

On site meeting at NPGC  
Tuesday, May 28<sup>th</sup>, 2024

The meeting was called to order at 6:30pm by Board President Den Gardner. The following Board Members were present for the meeting: Den Gardner, Bob Cunniff, Adam Gill, Rich Carlson, Adam Brister, and Councilmember Shawn Ryan. Board Member Jen Berglund was unable to attend. Also present: GPE Owner/Contract Manager Kurt Ruehling and NPGC Mechanic Mike Portner.

- **Approval of April 29th, 2024 Meeting Minutes:**
  - A motion to approve March 26<sup>th</sup>, 2024 Meeting Minutes was made by Cunniff, seconded by Brister. Motion carried (6-0)
- **Claims for Payment (\$64,932.57):**
  - Portner reported that 33% of the stump grinder was allocated to the golf operations budget.
  - Ryan would like Ruehling to look into the finance charge from Berry Coffee and see if it can be reversed.
  - A motion to approve the Claims for Payment was made by Carlson, seconded by Ryan. Motion carried (6-0)
- **Review Monthly Income Statement and Balance Sheet (May 2024):**
  - Portner reported that a few 2023 expenses were pushed into 2024's budget, causing maintenance expenses to be higher, discussion ensued
  - Portner said expenses are higher earlier this season as we opened earlier and the hit the budget sooner than normal...ex: "Flags" for the gold course
  - Cunniff asked about the "Health Insurance" line item being up over 11% as compared to the budget. Discussion ensued regarding how to handle unforeseen expenses
  - Ruehling was asked to pursue a breakdown of "City-allocated" expenses that hit the golf operations budget
  - A motion to approve the Monthly Income Statement and Balance Sheet was made by Cunniff, seconded by Gill. Motion carried (6-0)
- **2023 Audited Golf Financial Statements**
  - Ryan reported that the City Council had reviewed the final 2023 Audit and had no concerns with the golf operation's numbers
- **Capital Equipment Report**
  - Ruehling informed Golf Board that the new golf carts have arrived and are being very well received. The question of windshields was brought up, Ruehling indicated all of the "cons" as to the care/cost of a windshield on a fleet cart.
- **Grounds Operation Update...Jeff Pint, Superintendent:**
  - Pint reported that we have about 25% of the bunkers tiled
  - Staff uses a propane torch to control weeds in the bunkers, they also adjust the sand depth multiple times a year
  - The wooden step has been removed from the forward tee on #13.
  - Work/communication continues with Quality Flow to synchronize both irrigation pump houses

- **Food & Beverage Update...Holly Pomije, Food & Beverage Coordinator:**
  - Pomije reported that May has been very busy with Couples' League, outside events, and staff training
  - Pomije plans on holding a staff meeting, to ensure all are on the same page regarding rules, customer service, procedures...etc
  - The grill & bar menu continues to evolve...
- **Golf Operation Update...Kurt Ruehling, GM/PGA Professional:**
  - Ruehling indicated that the new cart fleet has arrived!! Nothing but rave review from Members and Patrons!
  - Rounds and number of memberships collected are up, YTD, from 2023...which is a good sign
  - Increased numbers in majority of Leagues was reported!
  - Many, many upcoming events, including: Western National Insurance, Men's Club, St. Wenceslaus School, Prince of Peace Ladies, Buck's Classic, NP Wrestling, NP Basketbakk, Shetka Memorial, PGA Junior League, and Couples' League.
- **Marketing Update...Kurt Ruehling, GM/PGA Professional:**
  - Ruehling continues to use the tee sheet, Facebook, voicemail, and email for communications
- **Golf Scholarship Event Summary...Den Gardner:**
  - Gardner reminded Board of the 2024 Scholarship Winners, Zimmerman and O'Rourke.
  - Scholarship Fundraiser event is scheduled for August 18<sup>th</sup>, 2024
- **Miscellaneous:**
  - Board would like to thank Rich Carlson for his voluntary service to the Golf Board! Brister and Cunniff are re-applying for a second Golf Board term
- **Adjournment:**
  - A motion to adjourn the meeting, at 7:45p, was made by Cunniff, seconded by Carlson (his final action as a Board Member). Motion carried (6-0)

**Next Golf Board Meeting –Tuesday, June 25<sup>th</sup>, 2024, 6:30pm**

Respectfully submitted by,

*Kurt Ruehling, GME*  
*PGA General Manager*