



# MEETING MINUTES

## New Prague Golf Board

On site meeting at NPGC  
Tuesday, November 25<sup>th</sup>, 2025

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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, Jen Berglund, Adam Gill at 6:33p, Graham Kuehner, Adam Brister, Bob Cunniff, and Mayor/Council Liaison Chuck Nickolay. Also present: GPE Owner/Contract Manager Kurt Ruehling

- **Approval of October 28<sup>th</sup>, 2025 Meeting Minutes:**
  - A motion to approve was made by Nickolay, second by Kuehner. Motion carried (7-0)
  
- **Claims for Payment (\$156,600.38):**
  - Nickolay questioned the purchase of a new HVAC Unit in the Maintenance Department which was not on a list to approve? Ruehling was asked to discuss with Superintendent Jeff Pint
  - Brister inquired about two charges from MTI (Toro) for \$385.27 each...Ruehling to double check with Pint
  - A motion to approve the Claims for Payment was made by Gill, seconded by Cunniff. Motion carried (7-0)
  
- **Review Monthly Income Statement and Balance Sheet (November 2025):**
  - Brister questioned the YTD sales versus 2024...it was clarified that the purchase of the old golf cart fleet was included as revenue in 2024, making the numbers seem off
  - A motion to approve the Monthly Income Statement and Balance Sheet was made by Gill, seconded by Cunniff. Motion carried (7-0)
  
- **Capital Equipment Report**
  - Final maintenance pieces have arrive, Pint pleased
  
- **Grounds Operation Update:**
  - Fairways and tee boxes have been aerated
  - Fairways, tee, and greens have been sprayed for winter
  - Pint and Ruehling were asked to coordinate tree removal in the off season
  
- **Food & Beverage Update...Jess Trevino, Food & Beverage Coordinator:**
  - Trevino is proving to be a true asset to the operation!
  - Trevino and Ruehling will be working on a Brunch and Dining schedule to publish in the New Prague Times...and online

- **Golf Operation Update...Kurt Ruehling, GM/PGA Professional:**
  - Ruehling informed Golf Board that the golf course was closed following play on Sunday, November 24<sup>th</sup>, 2025
  - Ruehling is preparing for upcoming audit in December
  
- **Marketing Update...Kurt Ruehling, GM/PGA Professional:**
  - Ruehling and Trevino are working together on upcoming food & beverage activity...including; Christmas Brunch, Parade of Lights gathering, and the Customer Appreciation
  
- **Golf Scholarship Event Update...Den Gardner:**
  - Gardner informed the Golf Board that there is \$11,915 in the account
  - Proceeds from the 2025 Golf Event were approximately \$3,000.00...great!
  
- **Miscellaneous:**
  - Nickolay indicated that the pull tabs, benefitting NPDFD were on the City Council Consent Agenda. All City Council members are in favor of the new addition to the operation
  - Discussion regarding if the December Golf Board Meeting can be cancelled. Ruehling will inquire with City Administrator, Josh Tetzlaff
  
- **Adjournment:**
  - A motion to adjourn the meeting at 7:05p was made by Berglund, second by Brister. Motion carried (7-0)

**Next Scheduled Golf Board Meeting –  
Tuesday, December 30<sup>th</sup>, 2025, 6:30pm**

Respectfully submitted by,  
*Kurt Ruehling, GME...PGA General Manager*