



# MEETING MINUTES

## New Prague Golf Board

On site meeting at NPGC  
Tuesday, July 23<sup>rd</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, Graham Kuehner, and Jen Berglund. Adam Brister, Adam Gill, and Councilmember Shawn Ryan were unable to attend. Also present: GPE Owner/Contract Manager Kurt Ruehling and NPGC Mechanic Mike Portner.

- **Approval of June 25th, 2024 Meeting Minutes:**
  - A motion to approve June 25<sup>th</sup>, 2024 Meeting Minutes was made by Berglund, seconded by Cunniff. Motion carried (4-0)
- **Claims for Payment (\$430,806.27):**
  - Ruehling informed Golf Board that the Cintas charges will be less than in the past, due to a contract negotiation.
  - A motion to approve the Claims for Payment was made by Gardner, seconded by Cunniff. Motion carried (4-0)
- **Review Monthly Income Statement and Balance Sheet (July 2024):**
  - Ruehling provided “back up” packets at the meeting in response to last month request
  - Ruehling pointed out \$1,000.00+ in saving from the initial outlay for carpet on 2<sup>nd</sup> floor dining area
  - A motion to approve the Monthly Income Statement and Balance Sheet was made by Cunniff, seconded by Kuehner. Motion carried (4-0)
- **Capital Equipment Report**
  - Nothing to report
- **Grounds Operation Update...Kurt Ruehling, GM / Mike Portner, Mechanic:**
  - Ruehling was asked to provide Golf Board with a copy of Jeff Pint, Superintendent’s “5-Year Improvement Plan” for review.
  - Portner informed Golf Board that a meter was installed in the new pump house, making the project nearly complete
  - The condition of the sand bunkers was brought up by Kuehner and Gardner for discussion. Following a few comments, it was agreed that the amount of sand in many of the bunkers was not adequate and Pint should look into the cost of some renovation. Topic will be revisited
- **Food & Beverage Update...Holly Pomije, Food & Beverage Coordinator:**
  - Budget looks great! Revenues are up and expenses are down...good job!
  - Coordinator, Holly Pomije has been away due to some health issues, staff is working extra hard to fill in any “gaps” created
  - Ruehling would like to recognize Jill Kes for stepping up!!Upcoming events include the League Mid-Season parties, so plans are underway
  - Pomije hosted a Food & Beverage Staff meeting that was well received by staff
  - Pomije is posting daily specials on Facebook...ok response

- **Golf Operation Update...Kurt Ruehling, GM/PGA Professional:**
  - Ruehling reported that rounds of golf are down YTD due to the spring rains...but revenues are holding steady
  - Ruehling would like to pursue Golf Genius and its applications in 2025. He will see how it looks in the Budget
  - Ruehling presented the Golf Board with a “first draft” of a simulator survey. Adam Gill will continue his work on gathering information
- **Marketing Update...Kurt Ruehling, GM/PGA Professional:**
  - Ruehling continues to use the tee sheet, Facebook, voicemail, and email for communications. He is currently promoting the Club Championship and food specials
- **Golf Scholarship Event Summary...Den Gardner:**
  - Gardner’s goal for 2024 continues to be 18 teams to participate in the Scholarship Fund Raiser, he is encouraging the Golf Board to bring a team or 2!
  - Scholarship Fundraiser event is scheduled for August 18<sup>th</sup>, 2024
  - Ruehling provided a link on website for information and donations per last meeting
- **Review of GPE Management Contract:**
  - Ruehling provided his proposal to the Golf Board showing a modest 4.75% increase
- A motion was made by Gardner to recommend this proposal to City Council, seconded by Cunniff. Motion carried (4-0)
  
- **Miscellaneous:**
  - Ruehling discussed the need for new fence structures in front of Clubhouse for both cosmetic and safety reasons. He received two bids, with one being nearly 2x as much as the other. Golf Board recommends the project, Ruehling will finalize with City Administrator and move forward with project
  - Portner introduced the opportunity to purchase a used E-Z-GO Workhorse Utility Vehicle for \$2,000.00. He clearly explained the advantages and value and the Golf Board Member Jen Berglund made a motion to purchase the vehicle, seconded by Kuehner. Motion carried (4-0).
- **Adjournment:**
  - A motion to adjourn the meeting, at 7:28p, was made by Berglund, seconded by Kuehner. Motion carried (5-0)

**Next Golf Board Meeting –Tuesday, August 27<sup>th</sup>, 2024, 6:30pm**

Respectfully submitted by,

*Kurt Ruehling, GME  
PGA General Manager*