



# MEETING MINUTES

## New Prague Golf Board

On site meeting at NPGC  
Tuesday, January 27<sup>th</sup>, 2026

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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 (via phone call), Jen Berglund, Adam Gill, Bob Cunniff, and Mayor/Council Liaison Chuck Nickolay. Board Members Adam Brister and Graham Kuehner were unable to attend. Also present: GPE Owner/Contract Manager Kurt Ruehling and Food & Beverage Coordinator Jess Treviño.

- **Approval of October 7, 2025 Special Meeting Minutes, October 28<sup>th</sup>, 2025 Regular Meeting Minutes, November 25<sup>th</sup>, 2025 Regular Meeting Minutes, and December 30<sup>th</sup>, 2025 Regular Meeting Minutes:**
  - A motion to approve all was made by Cunniff, second by Berglund. Motion carried (5-0)
- **Claims for Payment (\$244,896.65):**
  - Nickolay indicated that scheduled Bond payments make up the majority
  - A motion to approve the Claims for Payment was made by Gill, seconded by Cunniff. Motion carried (5-0)
- **Review Monthly Income Statement and Balance Sheet (November 2025):**
  - A motion to approve the Monthly Income Statement and Balance Sheet was made by Nickolay, seconded by Gill. Motion carried (5-0)
- **Review Monthly Income Statement and Balance Sheet (December 2025):**
  - Some inaccuracies were pointed out by Nickolay
  - NO ACTION. Approval tabled until February Meeting
- **Capital Equipment Report**
  - Ruehling reiterated that scheduled Bond payments are being made and are reflected in the Claims for Payment.
  - Cunniff inquired about what equipment was on the list for 2026. (2) Greens Mowers, Utility Rough Mower, and Aerifier
- **Grounds Operation Update:**
  - Question about any tree removal was asked, Ruehling indicated that no tree removal has taken place
  - Ruehling informed Golf Board that (2) new Greens Mowers have been delivered
  - Gardner would like Ruehling and Grounds Superintendent Jeff Pint to have a tree plan
- **Food & Beverage Update...Jess Treviño, Food & Beverage Coordinator:**
  - Treviño reported that we successfully hosted (3) brunches and several funeral luncheons...customers all gave positive feedback
  - Treviño has been working with a new food vendor, Performance Food Service, she is very happy with their products and service
  - Going to look in to hosting a fish fry or two
  - Golf Board encouraged advertising locally for new food events

- Gardner gave thanks to the staff that helped with Christmas in New Prague!
- Pull tabs have arrived! Jess, Kurt, and staff member Joyce Cassidy met with Phil Werner to be trained on procedures. Jess will take the lead on training staff
- **Golf Operation Update...Kurt Ruehling, GM/PGA Professional:**
  - Ruehling updated the Golf Board as to his current duties...which include building the tee sheet for 2026 and organizing golf leagues
  - Ruehling was pleased to tell Golf Board that NPGC will be hosting a couple Minnesota Golf Association events in 2026 including an MGA Senior Tour events and the MPGA Public Links Championship
  - NPGC added two new outside events: Veterans Association and the MN Junior PGA's Warrior Cup
  - Gardner added that Little Chicago will perform their British Invasion III on July 17<sup>th</sup>
- **Marketing Update...Kurt Ruehling, GM/PGA Professional:**
  - Ruehling informed Golf Board that marketing will focus on upcoming brunches and golf leagues
- **Golf Scholarship Event Update...Den Gardner:**
  - Gardner reminded Golf Board of the date...August 9<sup>th</sup>, 2026
- **Miscellaneous:**
  - Ruehling requested a pay increase, from \$20.40/hour to \$25.00/hour for Food & Beverage Coordinator Jess Treviño. This request is outside of the framework put in place after the Compensation Study. He listed her duties and responsibilities...also what she brings to the table.
  - Nickolay added that a full-time Administrative Assistant at City Hall is currently compensated approximately \$26.00/hour.
  - Discussion ensued
  - A motion to approve the hourly increase for Jess Treviño was made by Gardner, seconded by Cunniff. Motion carried (5-0)
  - City Council had mentioned putting out a survey to patrons to see how they feel the operation is going. Gardner will take the lead. Nickolay suggested segmenting the questions, so information can be departmentalized easier
  - Berglund asked Ruehling to look in to tee time versus a shotgun start for the Wednesday Ladies League. Ruehling will have a short report at next meeting
- **Adjournment:**
  - A motion to adjourn the meeting at 7:44p was made by Berglund, second by Nickolay. Motion carried (5-0)

**Next Golf Board Meeting –Tuesday, February 24<sup>th</sup>, 2026, 6:30pm**

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