



# MEETING MINUTES

## New Prague Golf Board

On site meeting at NPGC  
Tuesday, April 22<sup>nd</sup>, 2025

The meeting was called to order at 6:31pm by Board President Den Gardner. The following Board Members were present for the meeting: Den Gardner, Adam Gill, Bob Cuniff, and Jen Berglund. Board Members Adam Brister, Kyle Kuehner, and Councilmember Shawn Ryan were unable to attend. Also present: GPE Owner/Contract Manager Kurt Ruehling.

- **Approval of March 25<sup>th</sup>, 2025 Meeting Minutes:**
  - A motion to approve was made by Gardner, second by Gill. Motion carried (4-0)
- **Claims for Payment (\$57,940.43):**
  - Ruehling went through a few highlighted payables, most of which were initial merchandise purchases. He also brought to the Board's attention the League of Minnesota Cities' Workers Comp charges.
  - A motion to approve the Claims for Payment was made by Cuniff, seconded by Gill. Motion carried (4-0)
- **Review Monthly Income Statement and Balance Sheet (April 2025):**
  - Ruehling alerted the Board to high expenses, which are common this time of year...while initial product stocking is taking place.
  - A motion to approve the Monthly Income Statement and Balance Sheet was made by Berglund, seconded by Cuniff. Motion carried (4-0)
- **Capital Equipment Report**
  - Ruehling informed Golf Board that the rough unit has arrived...and that all vehicles in the cart rental fleet are up and running with few to no problems.
- **Grounds Operation Update...Jeff Pint, Grounds Superintendent:**
  - Pint reported that sand will be added to bunkers and completed by the May Golf Board Meeting
  - Ruehling informed Golf Board that he, Pint and City Administrator Josh Tetzlaff have been working on a "wish list" for the upcoming months, years, and future.
  - If possible, Board would like a "3-Year Plan" for the greenside bunkers from Pint...to be presented at May Meeting
- **Food & Beverage Update...Michelle Mulvihill, Food & Beverage Coordinator:**
  - Mulvihill reported that we had a great first weekend in the Food & Beverage department!
  - Mulvihill also reported that we hosted a large funeral luncheon and the family was very happy and appreciative of efforts of our staff.
  - Currently working on staffing the department and creating a "vision" for the F&B moving forward.
  - Before the next meeting we will have updated the Snack Bar's offerings and it's 2025 hours of operation

- **Golf Operation Update...Kurt Ruehling, GM/PGA Professional:**
  - Special thanks to the volunteers that helped move the cart rental fleet from the storage shed to the staging area! This move included gassing and washing the fleet.
  - Ruehling is currently working on the coordination of League kick-offs and coordinating. In the same week we will start VFW League, Keen Senior League, Wednesday Ladies League, Men's League, and Couples' League!
  - Ruehling is working with CTS to receive a new computer hard drive at his desk...this will ensure receiving proper updates and producing updated forms and correspondences
  - Ruehling should have rounds and revenue information to share at next Board Meeting
- **Marketing Update...Kurt Ruehling, GM/PGA Professional:**
  - Ruehling will work with Golf Board member Adam Gill to boost social media posts.
- **Golf Scholarship Event Summary...Den Gardner:**
  - Event is scheduled for Sunday, August 10<sup>th</sup>, 2025
  - Gardner reported that the 2025 recipients will be announced at the Excellence Ceremony at the High School. (2) Girls and (1) Boys will be recognized
- **Miscellaneous:**
  - Gardner reported that the City Council rejected the Board proposal to increase the size of the Golf Board, to help with the "no quorum" problems that exist. Possibly changing of dates was discussed...also, Gardner inquired about the Council Involvement/Presence at Golf Board Meetings
  - Gardner reported on a possible partnership with the Broz Hotel Owners and NPGC with regards to golf simulators. Board agreed that there would be too many unknown elements from rent to profit sharing to liability...and chose not to pursue.
  - Discussion about tree removal and/or treatment of ailing ash trees...no proposals or actions needed
- **Adjournment:**
  - A motion to adjourn the meeting at 7:50p was made by Berglund, second by Cunniff. Motion carried (5-0)

**Next Golf Board Meeting –Tuesday, May 27<sup>th</sup>, 2025, 6:30pm**

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