



MEETING MINUTES

New Prague Golf Board

On site meeting at NPGC
Tuesday, March 25th, 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 February 25th, 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.
 -
- **Food & Beverage Update...Michelle Mulvihill, Food & Beverage Coordinator:**
 - Mulvihill reported that we have finished up hosting Chamber Bingo for another season. Each week was better than the last and the finale was very busy and very successful!
 - Mulvihill has been meeting with potential events and hopes to "land" them all soon
 - We hosted a large, successful funeral luncheon on March 8th...family had nothing but praise for the way we provided them with hospitality
 - Hiring and interviewing continues, with many interested individuals!
 - We hope to increase the Snack Bar hours during the 2025 season
 - Mulvihill is looking into staff uniforms, so identifying employees is easier for the patrons

- **Golf Operation Update...Kurt Ruehling, GM/PGA Professional:**
 - All events have secured their dates for 2025...Ruehling has been speaking with a few new ones, but has not booked yet.
 - Ruehling continues to update website as time permits...focusing on the junior Golf registration set for April 1st.
 - Ruehling is receiving merchandise on a daily basis and is documenting and pricing
 - The cart staging area is being prepared to bring down carts from storage. Ruehling is seeking some volunteers to assist with this time-consuming task
 - Ruehling indicated that the golf course will open on March 27th!! Following meeting the full focus will be on the opener!
 - Ruehling hopes to introduce new software called Smart Golf. This will make the result posting more effective and professional moving forward...it will also decrease the prep time needed for a successful event
- **Marketing Update...Kurt Ruehling, GM/PGA Professional:**
 - Yearly advertising and website communication is currently happening
 - Adam Gill has been asked to assist with some of the social media marketing...he will be glad to help!
- **Golf Scholarship Event Summary...Den Gardner:**
 - Gardner reported that he has spoken to both High School coaches and they will have candidates this year for the scholarship! Cunniff volunteered to assist in the selection process, if needed
 - Gardner reminded everyone of the Scholarship FUNRaiser date: **SUNDAY, AUGUST 10TH, 2025**
- **Miscellaneous:**
 - Gardner presented a formal "Proposal To Increase Board Size". The following information is on the proposal:

Proposed Resolution to the City Council

Be it resolved that the New Prague Golf Board approves a recommendation that the number of members of the board be increased from six volunteers to up to eight volunteers, with up to a maximum of two members be appointed from membership as residents outside the city of New Prague.

We propose this resolution for the following reasons:

-More opinions regarding issues with the golf club from perspectives outside of New Prague resident board members.

-More volunteer board members result in more diversity in experience of the board to make informed decisions about policies and procedures affecting the golf club.

- A motion to approve the submission of Proposal to Increase Board Size was made by Gardner, seconded by Cunniff. Motion carried (5-0)
- **Adjournment:**
 - A motion to adjourn the meeting at 7:25p was made by Brister, second by Gill. Motion carried (5-0)

Next Golf Board Meeting –Tuesday, April 22nd, 2025, 6:30pm

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