



118 Central Avenue North, New Prague, MN 56071  
phone: 952-758-4401 fax: 952-758-1149

---

---

## MEMORANDUM

---

---

**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** GOLF BOARD VIA JOSHUA TETZLAFF, CITY ADMINISTRATOR  
**SUBJECT:** GOLF BOARD REQUEST – EMPLOYEE PAY  
**DATE:** JANUARY 28, 2026

---

---

At its regular meeting on January 27<sup>th</sup>, the Golf Board discussed, and voted unanimously by those present, to recommend Jess Trevino's pay be increased from \$20.40/hour to \$25/hour. Ms. Trevino currently works as the Food & Beverage Manager for the Golf Course, including overseeing all food preparation and the bar. She is considered a part-time employee by the City, in that she does not receive benefits and works on an as-needed basis. Generally in the summer the Food & Beverage Manager position works considerable hours, and in the winter hours are paired back quite a bit.

With the 2025 Compensation Study, the City Council approved a wage scale for part-time employees, setting the 2026 scale range from \$12.00/hour for Step 1 to \$20.40/hour for Step 15. Ms. Trevino is currently at Step 15 on that wage scale. For Ms. Trevino to move to \$25/hour, it would mean removing her from the wage scale. While this is possible, if this position was removed from the wage scale, I would recommend that guidrails be placed on this, as no other City employee is able to operate outside of their wage scale. Would \$25/hour become the rate for this position and there is no yearly step increase, just possible COLAs should the Council grant one for the year? Would a new wage scale be created that allows for a step increase in the future?

I am not opposed to increasing the pay of someone who brings value to the City and from everything that I have heard, Ms. Trevino brings enormous value to the Golf Department, which is a sales driven department: increased sales mean increased revenue. The position that she fills is a very important one for the Golf Department. That being said, having just completed a compensation study, I am hesitant to recommend moving someone off the wage matrix in the first few months of having the study implemented. If compensating the position in a manner that is similar to the duties performed, another option to consider would be to explore reclassifying the position from a part-time position to a full-time position.

The golf club currently has two full-time City employees, both of which are on the maintenance side of the operation. All clubhouse employees are considered part-time. This position, which historically works close to forty hours per week during the golf season and much less during the offseason, oversees much of the food and beverage operations, including supervising employees and ordering supplies, would certainly be a candidate for moving to a full-time position and placing it in the compensation plan as such. Overall compensation would include wage and benefits, similar to all full-time employees. Looking at wage scales and comparing the position duties to other roles within the City, placing the position at Grade 4 (\$31.56 to \$46.08) would be appropriate in my professional opinion. The primary benefit to the City of making the Food & Beverage Manager a full-time position would be that it would help stress the importance of the position to the City for retaining current talent and attracting future talent should it be needed. Speaking with the Golf

Manager, he stated he didn't know if there was enough work during the offseason to keep a fulltime employee busy.

With the increase in wage, Kurt Ruehling and the Golf Board discussed that some of the duties of the position would include:

- Working closely with General Manager to plan events
- Identify the needs of a successful Food & Beverage operation
- Price all resale items, keeping cost in mind, and present to GM
- Order all necessary items to run a successful food and beverage operation
- Interview potential staff and recommend new hires to GM
- Train new hires, including grill cooks, bartenders, and servers
- Prepare staff schedules
- Prepare and directs all food prep, execution, and service
- Meet with food and beverage vendors
- Meet with customers that are planning clubhouse events
- Organize and code all food and beverage invoices prior to sending them to City Hall
- Assist with social media and paper marketing, promoting upcoming events
- Execute Sunday Brunches (which have not been offered for 15+ years)
- Oversee the Pull Tab money and train staff with proper procedures
- Schedule and assist in directing custodial staff
- Work closely with General Manager regarding budget parameters
- Reconcile all cash drawers and bank deposits
- Set up tables and chairs for special events
- Maintain inventory levels and inventory storage areas

In the past, the Golf Board and the City Council have at various times discussed staff changes for the Golf Department, including making the Golf Department Director a full-time City position (currently a contract employee) and creating an Assistant Director. No changes have been made to this point. With an increase in the food and beverage role at the Golf Course, and the recommendation from the Golf Board to increase the wage of the position, this is a good time to discuss whether professionalizing the role more would be in the best interest of the Golf Club and the City.

### **Recommendation**

The Golf Board recommends, after discussion with the Golf Manager, that the Food & Beverage Manager position be moved to a wage of \$25/hour, effective immediately.