



# MEETING MINUTES

## New Prague Golf Board

On site meeting at NPGC  
Tuesday, September 24<sup>th</sup>, 2024

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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, Adam Gill, Jen Berglund, Bob Cuniff, Adam Brister, and Councilmember Shawn Ryan. Graham Kuehner was unable to attend. Also present: GPE Owner/Contract Manager Kurt Ruehling.

- **Approval of August 27<sup>th</sup>, 2024 Meeting Minutes:**
  - A motion to approve August 27<sup>th</sup>, 2024 Meeting Minutes was made by Cuniff, seconded by Gill. Motion carried (6-0)
- **Claims for Payment (\$73,387.75):**
  - Gill questioned the invoice from Civic Systems, Ruehling to clarify
  - Ryan wanted clarification on the CIT invoice, Ruehling provided it
  - Brister asked if invoices added by The City could be separated, Ruehling will inquire
  - A motion to approve the Claims for Payment was made by Brister, seconded by Cuniff. Motion carried (6-0)
- **Review Monthly Income Statement and Balance Sheet (September 2024):**
  - It was pointed out that \$175,000.00 of the revenue was due to the posted “sale” of the trade in golf carts
  - Most of the discussion was about the 2025 budget...
  - A motion to approve the Monthly Income Statement and Balance Sheet was made by Gill, seconded by Berglund. Motion carried (6-0)
- **Capital Equipment Report**
  - No report / no updates
- **Grounds Operation Update...Kurt Ruehling, GM/PGA Professional:**
  - There was \$15,000.00 in the maintenance budget for course improvements. Golf Board inquired as to how that is earmarked, Ruehling informed Board that it is for cart paths and teeing grounds.
  - Discussion about the condition of the bunkers continues. Golf Board would love to have a plan in place to improve the hard conditions
- **Food & Beverage Update...Kurt Ruehling GM/PGA Professional:**
  - Ruehling reported that the operation is still going strong and many events are complimenting us on our offerings
  - Coordinator, Holly Werner reached out to Ruehling with concerns of her ability to continue in her current position, due to health issues. Ruehling may need to find a replacement

- **Golf Operation Update...Kurt Ruehling, GM/PGA Professional:**
  - Ruehling informed Board that the 2024 events have re-booked for 2025...great news for the budget!
- **Marketing Update...Kurt Ruehling, GM/PGA Professional:**
  - New Member Incentive is going well, about 3-4 new members have already signed up and many have inquired about it
  - Ruehling has placed a survey on the website regarding a possibility of adding a golf simulator on the 3<sup>rd</sup> floor, results will be reported at next meeting
- **Golf Scholarship Event Summary...Den Gardner:**
  - No report needed
- **Miscellaneous:**
  - The 2025 Budget proposal was discussed. It currently shows a deficit of (-\$58,414.00). This deficit includes, for the first time, an \$80,000.00 line item for Capital Outlay and it also does NOT include an Operating Transfer. This transfer had been \$121,000.000 annually until 2024, where approximately \$40,000.00 is scheduled to be transferred. The Golf Board has three questions for City Hall
    - What will be the actual Capital Outlay number and how will the City fund the new equipment?
    - Will Ruehling receive the Board-recommended 4.8% contract increase or will Council use the City Administrator request of 2%? Board is disappointed with the decrease
  - Will there be a budget transfer from the City to assist in capital purchases?
  - Gill continues to work on simulator project, obtaining information and costs. He reported that the “footprint” for a simulator is 15’W x 20’ L x 10’ H and the upstairs space could only house one simulator adequately
  - Board would like to post a Special Meeting to discuss the budget questions, Ruehling to work with City to post properly. Meeting to take place either Oct. 1<sup>st</sup> or Oct. 2<sup>nd</sup>
- **Adjournment:**
  - A motion to adjourn the meeting at 8:07p was made by Brister, seconded by Ryan. Motion carried (6-0)

**Next Golf Board Meeting –Tuesday, October 22<sup>nd</sup>, 2024, 6:30pm**

Respectfully submitted by,

*Kurt Ruehling, GME*  
*PGA General Manager*