



MEETING MINUTES

New Prague Golf Board

On site meeting at NPGC
Tuesday, November 25th, 2025

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, Jen Berglund, Adam Gill at 6:33p, Graham Kuehner, Adam Brister, Bob Cunniff, and Mayor/Council Liaison Chuck Nickolay. Also present: GPE Owner/Contract Manager Kurt Ruehling

- **Approval of October 28th, 2025 Meeting Minutes:**
 - A motion to approve was made by Nickolay, second by Kuehner. Motion carried (7-0)

- **Claims for Payment (\$156,600.38):**
 - Nickolay questioned the purchase of a new HVAC Unit in the Maintenance Department which was not on a list to approve? Ruehling was asked to discuss with Superintendent Jeff Pint
 - Brister inquired about two charges from MTI (Toro) for \$385.27 each...Ruehling to double check with Pint
 - A motion to approve the Claims for Payment was made by Gill, seconded by Cunniff. Motion carried (7-0)

- **Review Monthly Income Statement and Balance Sheet (November 2025):**
 - Brister questioned the YTD sales versus 2024...it was clarified that the purchase of the old golf cart fleet was included as revenue in 2024, making the numbers seem off
 - A motion to approve the Monthly Income Statement and Balance Sheet was made by Gill, seconded by Cunniff. Motion carried (7-0)

- **Capital Equipment Report**
 - Final maintenance pieces have arrive, Pint pleased

- **Grounds Operation Update:**
 - Fairways and tee boxes have been aerated
 - Fairways, tee, and greens have been sprayed for winter
 - Pint and Ruehling were asked to coordinate tree removal in the off season

- **Food & Beverage Update...Jess Trevino, Food & Beverage Coordinator:**
 - Trevino is proving to be a true asset to the operation!
 - Trevino and Ruehling will be working on a Brunch and Dining schedule to publish in the New Prague Times...and online

- **Golf Operation Update...Kurt Ruehling, GM/PGA Professional:**
 - Ruehling informed Golf Board that the golf course was closed following play on Sunday, November 24th, 2025
 - Ruehling is preparing for upcoming audit in December

- **Marketing Update...Kurt Ruehling, GM/PGA Professional:**
 - Ruehling and Trevino are working together on upcoming food & beverage activity...including; Christmas Brunch, Parade of Lights gathering, and the Customer Appreciation

- **Golf Scholarship Event Update...Den Gardner:**
 - Gardner informed the Golf Board that there is \$11,915 in the account
 - Proceeds from the 2025 Golf Event were approximately \$3,000.00...great!

- **Miscellaneous:**
 - Nickolay indicated that the pull tabs, benefitting NPFDF were on the City Council Consent Agenda. All City Council members are in favor of the new addition to the operation
 - Discussion regarding if the December Golf Board Meeting can be cancelled. Ruehling will inquire with City Administrator, Josh Tetzlaff

- **Adjournment:**
 - A motion to adjourn the meeting at 7:05p was made by Berglund, second by Brister. Motion carried (7-0)

**Next Scheduled Golf Board Meeting –
Tuesday, December 30th, 2025, 6:30pm**

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