



MEETING MINUTES

New Prague Golf Board

On site, New Prague Golf Club
Tuesday, October 24th, 2023

The meeting was called to order at 6:30pm by Board President Den Gardner. The following Board Members were also present: Jen Berglund, Adam Gill, Rich Carlson, and Councilmember Shawn. Board Member Bob Cuniff joined after the call to order and Board Member Adam Brister was unable to attend. Also present: GPE Owner/Manager Kurt Ruehling, City Administrator Josh Tetzlaff, Grounds Superintendent Jeff Pint, Mechanic Mike Portner, and former Mayor Chuck Nickolay.

- **Approval of September 26th, 2023 Meeting Minutes:**
 - A motion to approve September 26th, 2023 Meeting Minutes was made by Gill, seconded by Carlson. Motion carried (5-0)
- **Approval of Claims for Payments (\$38,388.80):**
 - Berglund wanted clarification on what account the flowers come out of...Golf Course General Improvements
 - Tetzlaff indicated that a new procedure is in place for approving the Claims for Payment. The Golf Board approvals will now go to City Council for final approval and payment
 - A motion to approve the Claims for Payment was made by Berglund, seconded by Gill. Motion carried (5-0)
- **Review Monthly Income Statement and Balance Sheet (Updated August and September 2023):**
 - Ruehling is looking in to Special Orders accounts, he feels there are some inaccuracies
 - A motion to approve the August/September Income Statement and Balance Sheet was made by Gill, seconded by Carlson. Motion carried (5-0)
- **City Administrator Update...Josh Tetzlaff, City Administrator**
 - Tetzlaff informed Golf Board that the October budget workshop was in violation of the Minnesota Meeting Laws. Potential fines include \$300/person and potentially \$13,000/person in legal fees. In the Laws, the word "intentionally" protects the Golf Board, however the following protocol must be met in the future:
 - Make sure there is not a quorum present (4 Board Members)
 - Advertise at least 1 week in advance
 - Advertise special meetings at least 3 days in advance
 - Golf Board was also advised to use caution when 4 or more might be present at any social gathering, as this may be construed as a violation
 - Ruehling asked if there was a date set for roof repair following earlier hail claim
- **Capital Equipment Report**
 - Items in Budget were discussed briefly. These items included cart fleet, utility vehicles, and a new rough mower unit
- **Grounds Operation Update...Jeff Pint, Superintendent:**
 - Board would like to add "suggestions" to the November Agenda under the Grounds Operation Report
 - Pint stated that the pump house project will be completed this year
 - Berglund inquired about replacing some sand bunkers with grass...Pint was receptive. He will discuss with Ruehling prior to incorporating any changes

- Pint moved GOLD tee markers up on #14, it was well received. Future alterations to the golf course will be considered and discussed with Ruehling prior to changing as these changes can affect the USGA course rating and slope rating
- Gill asked about how the Ash Tree Grant was progressing? Ryan indicated that it was all submitted prior to the deadline, Pint believed it was denied
- Gill also inquired about the new stump grinder, Pint is working closely with Public Works Director Matt Rynda
- **Food & Beverage Update...Holly Werner, Food & Beverage Coordinator:**
 - Staff is preparing for annual Craft Boutique. Set up will begin on October 31st ...sales runs through November 11th
 - Future events include Holiday parties and Chamber Bingo
- **Golf Operation Update...Kurt Ruehling, GM/PGA Professional:**
 - Ruehling presented the Golf Board with 2024 Rates and increases
 - A motion to approve 2024 Rate Proposals was made by Gardner, seconded by Gill. Motion carried (5-0)
 - Ruehling suggested we give an early pay account credit of \$50 as in previous years
 - A motion to approve the \$50 Early Pay Account Credit was made by Gardner, seconded by Ryan. Motion approved (5-0)
- **Marketing Update...Kurt Ruehling:**
 - Ruehling had Twin Cities Golf visit and take some drone photos, which turned out great and were well received by followers on Facebook!
- **Golf Scholarship Event Summary...Den Gardner:**
 - Current financials show a fund balance of \$11,400.00, which Gardner is very happy with
- **Budget Discussion:**
 - Discussion took place regarding the golf cart bids
 - Pint added that he would like to see a “true DEMO” from Club Car...as the one that was delivered had a number of upgrades
 - Portner was asked about the approximate cost to service a fleet cart, he estimated \$50/vehicle
 - A motion to approve the 2024 Budget Proposal was made by Carlson, second by Berglund. Motion carried (6-0) with Cuniff present for vote
- **Miscellaneous:**
 - November Golf Board meeting was rescheduled for MONDAY, NOVEMBER 27TH AT 6:30p...Gardner thanked the Board for being flexible
 - Discussion regarding the possibility of adding golf simulators to the clubhouse continued...many different options and price points. Gill will provide a more comprehensive report at November meeting. Ruehling’s biggest concerns are staffing it and the ease of set up and takedown, which he will have to manage
- **Adjournment:**
 - A motion to adjourn the meeting at 7:48pm was made by Ryan, seconded by Cuniff. Motion carried (6-0)

Next Golf Board Meeting –Monday, November 27th, 2023, 6:30pm

Respectfully submitted by,

*Kurt Ruehling, GME
PGA General Manager*