



# MEETING MINUTES

## New Prague Golf Board

On site meeting at NPGC  
Tuesday, May 27<sup>th</sup>, 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, Adam Gill, Bob Cunniff, Adam Brister, Graham Kuehner, and Jen Berglund. Councilmember Shawn Ryan was unable to attend. Also present: City of New Prague Finance Director, Robin Pikal and GPE Owner/Contract Manager Kurt Ruehling.

- **Approval of April 22<sup>nd</sup>, 2025 Meeting Minutes:**
  - A short discussion regarding the Golf Board proposal to increase Golf Board size took place. Gardner led the discussion. Council did not want to increase the size of Golf Board.
  - Graham Kuehner noted that “Kyle Kuehner” was incorrectly listed as being unable to attend last meeting
  - A motion to approve was made by Gill, second by Brister. Motion carried (6-0)
- **Claims for Payment (\$106,292.11):**
  - Ruehling pointed out that invoices from Benny’s Plumbing were for snack bar issues with urinals and the water heater
  - Ruehling also clarified the invoice from Plaisted’s Company, which is for upgraded bunker sand, which has been added and is a great improvement
  - Brister inquired about the Workers Comp payments. Pikal addressed all questions and gave clear responses
  - A motion to approve the Claims for Payment was made by Berglund, seconded by Cunniff. Motion carried (6-0)
- **Review Monthly Income Statement and Balance Sheet (May 2025):**
  - No real concerns were expressed
  - A motion to approve the Monthly Income Statement and Balance Sheet was made by Brister, seconded by Kuehner. Motion carried (6-0)
- **2024 Audited Golf Financial Statements:…Robin Pikal, Finance Director City of New Prague**
  - All in all the Golf Operation received a “passing grade” from the auditors!
  - Pikal touched on one finding regarding “cash receipts activity”…Kurt will work with City Hall to tighten up the Golf Club’s current practices
- **Capital Equipment Report**
  - No items to report

- **Grounds Operation Update...Jeff Pint, Grounds Superintendent:**
  - Pint has added more sand to the bunkers, as promised, and the feedback has been great!
  - Gardner would like to see more signage to direct carts away from sensitive areas
  - Gardner also inquired about the Golf Club having a tree program in place? Ruehling to discuss with Pint
  - Golf Board as a whole, would love to see improvements made to the cart path left of #11 green. Four of the six Golf Board members own private carts and they do not wish to travel on the bumpy path due to wear and tear
  - Golf Board asked about dandelion control? Ruehling will pass along to Pint
  - Discussion about taking care of dead trees was had
- **Food & Beverage Update...Michelle Mulvihill, Food & Beverage Coordinator:**
  - Golf Board agreed that we have a great staff this year and they are very welcoming!
  - The beverage cart was run over the Memorial Day weekend and was very well received! Ruehling added that there are a few more “moving parts” with regards to the beverage cart, as it is a grounds utility vehicle first and its use needs to be planned ahead
  - Berglund would like staff to establish and publish Snack Bar hours. Ruehling will address with Michelle Mulvihill, Food & Beverage Coordinator...weather has a big bearing on when it is open
- **Golf Operation Update...Kurt Ruehling, GM/PGA Professional:**
  - Kuehner would like extended driving range hours. Ruehling spoke to the subject and made the Golf Board aware of theft of balls. Possible signage and/or lighting might be a solution. Ruehling will extend hours and post
  - Ruehling reported that the course has been very busy and the full tournament schedule is starting soon!
- **Marketing Update...Kurt Ruehling, GM/PGA Professional:**
  - No new marketing topics were discussed
  - Ruehling and Gill are going to oversee social media marketing moving forward
- **Golf Scholarship Event Summary...Den Gardner:**
  - Event is scheduled for Sunday, August 10<sup>th</sup>, 2025
- **Charge Accounts – Policy/Procedures:**
  - The Golf Member True Up Policy was introduced and briefly discussed by Ruehling. Ruehling will work with City Hall to incorporate it
- **Miscellaneous:**
  - Upcoming Golf Board meeting conflicts were discussed, meeting will remain on the same day at the same time
  - Berglund expressed concerns among the Wednesday Ladies League group regarding pace of play on the golf course and timely delivery of food following golf. Kuehner added that possibly pre-paying for food might be an option? Discussion ensued
- **Adjournment:**
  - A motion to adjourn the meeting at 8:23p was made by Kuehner, second by Cunniff. Motion carried (6-0)

**Next Golf Board Meeting –Tuesday, June 24<sup>th</sup>, 2025, 6:30pm**

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