



GOLF BOARD MEETING AGENDA

City of New Prague

Tuesday, January 28, 2025 at 6:30 PM

New Prague Golf Club (Clubhouse) - 400 Lexington Ave S

1. CALL TO ORDER

2. APPROVALS

- [a.](#) December 17, 2024 Meeting Minutes
- [b.](#) Claims for Payment: **\$95,096.42**
- [c.](#) Review Monthly Income Statement and Balance Sheet (January 2025)

3. UPDATES AND REPORTS

- [a.](#) Capital Equipment Report
- [b.](#) Grounds Operations Report
- [c.](#) Food and Beverage Operations Report
- [d.](#) Golf Operations Report
- [e.](#) Marketing Update
- [f.](#) Scholarship Update

4. MISCELLANEOUS

5. ADJOURNMENT

Next Golf Board Meeting – February 25, 2025

GOLF BOARD	3 YEAR TERMS
Den Gardner, President	Ending 5/31/2025
Jennifer Berglund, Vice President	Ending 5/31/2025
Adam Brister	Ending 5/31/2024
Graham Kuehner	Ending 5/31/2026
Bob Cunniff	Ending 5/31/2024
Adam Gill	Ending 5/31/2026
Shawn Ryan, Councilmember	

Kurt Ruehling, Golf Professional Enterprises, Inc., Contract Manager (952) 758-5326
Joshua M. Tetzlaff, City Administrator – (952) 758-4401 City Hall



MEETING MINUTES

New Prague Golf Board

Section 2, Item a.

On site meeting at NPGC
Tuesday, December 17th, 2024

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, Jen Berglund, and Graham Kuehner. Board Member Adam Brister and Councilmember Shawn Ryan were unable to attend. Also present: GPE Owner/Contract Manager Kurt Ruehling.

- **Approval of November 26, 2024 Meeting Minutes:**
 - A motion to approve November 26th, 2024 Meeting Minutes was made by Gill, seconded by Cunniff. Motion carried (5-0)
- **Claims for Payment (\$39,967.92):**
 - A motion to approve the Claims for Payment was made by Berglund, seconded by Kuehner. Motion carried (5-0)
- **Review Monthly Income Statement and Balance Sheet (December 2024):**
 - Numbers look good...no further discussion
 - A motion to approve the Monthly Income Statement and Balance Sheet was made by Kuehner, seconded by Cunniff. Motion carried (5-0)
- **Capital Equipment Report**
 - At a previous meeting, Brister inquired about bonding money for cart path repair. Ruehling spoke to City Administrator, Josh Tetzlaff and no additional bonding will take place in 2025 for cart paths. Tetzlaff would like the Golf Board to revisit this situation in the spring.
- **Grounds Operation Update...Kurt Ruehling, GM/PGA Professional:**
 - Ruehling informed Golf Board that the irrigation lines had been blown out and course had been sprayed for winter
 - Ruehling spoke to Grounds Superintendent, Jeff Pint about whether or not Pint will be top dressing the greens for the winter...Pint informed him they would not be top dressing.
 - Ruehling presented a sand bunker renovation quote from 2002 that he received from Pint, to illustrate the cost of the project...which is very high. Pint will be asked to obtain current quotes for similar work
 - Gardner made a motion for Pint to request/receive two (2) quotes, for bunker renovation, to be presented at the March Golf Board Meeting, seconded by Cunniff. Motion carried (5-0)
- **Food & Beverage Update...Kurt Ruehling GM/PGA Professional:**
 - Michelle Mulvihill has been named Food & Beverage Coordinator...Ruehling will work closely with her to establish duties and ensure a smooth transition
 - The social gathering following the Parade of Lights was a huge success
 - Staff received great compliments from Chase Buthe, organizer of the New Prague Fire Department Party, following their holiday event

- The Parkview Clinic holiday dinner went very well...they are looking forward to the event next year.
- Staff is organizing for the upcoming Chamber Bingo season...set to start on January 9th, 2025

- **Golf Operation Update...Kurt Ruehling, GM/PGA Professional:**
 - Early pay memberships are coming in at a very steady pace...we typically receive 80-100 early pay memberships
 - Ruehling is confirming 2025 event calendar...looking great!
 - The Men's Club is meeting to discuss their upcoming schedule and determine where they would like to allocate funds for facility improvement. There is talk of a wrought iron sign to be placed in the NE corner of the property, near the new pump house. There is no signage there and it would prevent the ongoing cart traffic that is ruining the turf in that area
 - Office is being reorganized to become more efficient

- **Marketing Update...Kurt Ruehling, GM/PGA Professional:**
 - Gill inquired about our social media platforms and volunteered to assist if needed. Gardner would like an update, if available, at the January Golf Board meeting

- **Golf Scholarship Event Summary...Den Gardner:**
 - Gardner reported that the current fund stands at \$10, 492.00
 - Gardner will meet with Ruehling to secure a date for 2025...possibly change from past dates

- **Miscellaneous:**
 - Gardner informed the Golf Board of his Band Little Chicago's plans to put on another concert "British Invasion II". He will work with Ruehling to pin down a date
 - Cunniff inquired about the simulator survey. Golf Board and Ruehling agreed to table it and remove survey from the website

- **Adjournment:**
 - A motion to adjourn the meeting at 7:25p was made by Berglund, seconded by Gill. Motion carried (5-0)

Next Golf Board Meeting –Tuesday, January 28th, 2025, 6:30pm

Respectfully submitted by,

*Kurt Ruehling, GME
PGA General Manager*

Vendor Name	Net Invoice Amount
ACE HARDWARE & PAINT	
CONSTRUCTION SCREWS	\$57.43
HOLIDAY DECORATIONS	\$87.64
HOLIDAY DEDCORATIONS	\$13.00
HOLIDAY LIGHTS	\$25.29
MASKS	\$40.09
ACUSHNET COMPANY	
CLOTHING	\$377.47
BEVCOMM	
TELEPHONE/COMMUNICATIONS	\$427.10
CENTERPOINT ENERGY	
NATURAL GAS	\$1,271.67
CENTRAL MCGOWAN INC	
CO2 RENTAL	\$77.31
CINTAS	
LINENS / TOWELS	\$519.82
COLLEGE CITY BEVERAGE	
ALCOHOL	\$212.70
BEER	\$160.00
ECOLAB INC	
DISHWASHER RENTAL	\$233.49
ECOLAB PEST ELIMINATION	
PEST & AIR CONTROL	\$224.51
PEST CONTROL / AIR QUALITY	\$343.05
FISHTALE GRILL	
CATEREE - NPFD	\$1,643.01
G AND H READY MIX LLC	
CEMENT FOR WASH PAD	\$4,347.61
GOLF PROFESSIONAL ENTERPRISES LLC	
DECEMBER MANAGEMENT FEE	\$8,347.50
GRAINGER	
FIRST AID SUPPLIES	\$207.25
HERMEL WHOLESALE	
CLEANING SUPPLIES	\$65.70
FOOD	\$1,933.28
SUNDRIES	\$61.20
SUPPLIES	\$123.95
JILL KES	
FOOD	\$13.49
JOHN DEERE FINANCIAL	
COMPLETE EJECTOR ASSY	\$542.53
LAU'S BAKERY	
BUNS	\$141.41
MGCSA	
MGCSA RENEWEL	\$180.00
MN DEPT OF AGRICULTURE	
PESTICIDE RENEWAL	\$15.00
MTI DISTRIBUTING INC	
BELTS	\$75.63
SEALS	\$27.38
NEW PRAGUE CHAMBER OF COMMERCE	
QUARTERLY DUES	\$82.50
NEW PRAGUE UTILITIES	
UTILITIES	\$2,808.03
PRECISION SMALL ENGINE CO.	
RIVETS, BATTERY HOLD DOWNS	\$220.85

Vendor Name	Net Invoice Amount
QUILL CORPORATION	
OFFICE SUPPLIES	\$306.25
SHELVING	\$261.72
RIVER COUNTRY COOP	
FUEL	\$797.02
SAILER'S GREENHOUSE	
FLOWERS	\$553.35
ST. ANDREWS PRODUCTS CO.	
MERCHANDISE BAGS	\$148.52
STAR GROUP LLC.	
BRAKELEEN, ANTI FREEZE	\$68.14
US BANK EQUIPMENT FINANCE	
COPIER LEASE	\$185.33
VERSATILE VEHICLES INC.	
SEALS, CABLE	\$140.28
SHOCK, TIE ROD ENDS BRAKES	\$224.02
Grand s	<u>\$27,591.52</u>

Vendor Name	Net Invoice Amount
ABDO	
2024 AUDIT	\$1,337.55
BEVCOMM	
TELEPHONE	\$46.25
CIVIC SYSTEMS LLC	
SEMI-ANNUAL SUPPORT FEES	\$238.23
GREATAMERICA FINANCIAL SERVICES	
POSTAGE MACHINE LEASE	\$10.70
JEFF STEINHOFF	
RPZ BACKFLOW TESTING LICENSE	\$1.90
MEI ELEVATOR SOLUTIONS	
ELEVATOR MAINTENANCE	\$69.63
ROSS NESBIT AGENCIES INC.	
AGENCY FEE	\$50.10
SAFEASSURE CONSULTANTS	
SAFETY TRAINING	\$631.12
US BANK	
2015 BOND PAYMENT	\$10,000.00
2015 BOND PAYMENT	\$125.00
US BANK CREDIT CARD	
TAX SUPPLIES	\$68.19
COOLER	\$1,599.00
VERIZON WIRELESS	
TELEPHONE	\$84.85
TELEPHONE	\$87.56
VETERAN SHREDDING	
CONTRACTED SERVICES	\$8.50
ZIONS BANK	
2022A BOND PAYMENT	\$40,000.00
2022A BOND PAYMENT	\$4,250.00
2024A BOND PAYMENT	\$5,711.81
Grand Totals	\$64,320.39

Vendor Name	Net Invoice Amount
ACE HARDWARE & PAINT	
BATTERY , TOTE	\$43.32
FASTENERS	\$17.20
SHOUT PRETREAT, BOX OLD WORK 21CU IN	\$2.15
STORAGE TOTES	\$74.72
SUPPLIES	\$54.18
WASHER	\$1.83
CARD SERVICES/COBORNS	
FOOD	\$150.26
LATE FEE	\$12.50
SUPPLIES	\$5.32
GFSI LLC	
SPECIAL ORDER	\$78.46
HERMEL WHOLESALE	
FOOD	\$142.24
SUPPLIES	\$79.05
LANO EQUIPMENT INC	
BOBCAT TIRES, FILTERS	\$2,336.39
US BANK EQUIPMENT FINANCE	
COPIER LEASE	\$186.89
Grand Totals	<u>\$3,184.51</u>

NEW PRAGUE GOLF CLUB

BALANCE SHEET

12/31/2024

Section 2, Item c.

603-10101	CLAIM ON CASH	\$76,419.14	
603-10125	MONEY MARKET-4M	\$163,332.13	
603-10126	MONEY MARKET-4M 2024 BOND	\$191,045.93	
603-10200	PETTY CASH	\$2,000.00	
603-11500	ACCOUNTS RECEIVABLE - GOLF A/R	\$6,478.70	
603-14100	MATERIAL INVENTORY	\$72,328.43	
603-15696	DEFERRED OUTFLOW - OPEB	\$872.00	
603-15699	GERF DEFERRED OUTFLOWS	\$71,391.00	
603-16150	OTHER IMPROVEMENTS (LAND)	\$910,289.85	
603-16160	ACCUMULATED DEPR - OTHER IMPRO	-\$905,033.29	
603-16200	BUILDINGS	\$1,094,511.44	
603-16210	ACCUM. DEPRECIATION-BUILDINGS	-\$674,416.28	
603-16400	EQUIPMENT	\$1,923,404.79	
603-16410	ACCUMULATED DEPRECIATION - EQU	-\$1,293,090.85	
	TOTAL ASSETS		<u>\$1,639,532.99</u>
603-20210	ACCOUNTS PAYABLE	\$25,477.97	
603-21500	ACCRUED INTEREST	\$7,054.53	
603-21600	ACCRUED WAGES	\$6,374.05	
603-21650	ACCRUED WAGES-VAC & COMP	\$14,553.56	
603-21717	OPEB LIABILITY	\$4,375.00	
603-22000	DEPOSITS	\$45,680.43	
603-22001	DESIGNATED - JR GOLF FUND	\$20,263.52	
603-22004	DESIGNATED- GOLF MAINT. FUND	\$648.12	
603-22201	DEFERRED REVENUE-MEMBERSHIP DU	\$100,995.05	
603-22203	DEFERRED REVENUE-RENTALS	\$1,545.00	
603-22206	DEFERRED REVENUE-DAILY CART FE	\$4,005.00	
603-22207	DEFERRED REVENUE-PRIVATE CART	\$6,715.00	
603-22208	DEFERRED REVENUE-DRIVING RANGE	\$960.00	
603-22211	DEFERRED REVENUE-GIFT CERTIFIC	\$15,633.25	
603-22213	DEFERRED REVENUE-MEMBER CREDIT	\$21,543.33	
603-22296	OPEB DEFERRED INFLOW	\$1,651.00	
603-22299	DEFERRED (GERF) INFLOW	\$60,854.00	
603-22500	BOND PAYABLE - CUR PORT	\$59,000.00	
603-23107	BOND PAYABLE-2016 EQUIPMENT	\$9,000.00	
603-23110	BOND PAYABLE-2022 EQUIPMENT	\$130,000.00	
603-23111	BOND PAYABLE-2024 EQUIPMENT	\$175,000.00	
603-23400	BOND PREMIUM	\$30,941.05	
603-23999	GERF PENSION LIABILITY	\$218,084.00	
	TOTAL LIABILITIES		<u>\$960,353.86</u>
603-25300	FUND BALANCE-UNDESIGNATED	\$595,952.14	
603-25999	PRIOR PERIOD ADJUSTMENT	-\$117,578.00	
	TOTAL REVENUE / EXPENSES	\$200,804.99	
	TOTAL EQUITY		<u>\$679,179.13</u>
	TOTAL LIABILITIES & EQUITY		<u>\$1,639,532.99</u>

CITY OF NEW PRAGUE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: DECEMBER 31, 2024

603-GOLF COURSE
 FINANCIAL SUMMARY

	2023					2024				
	2023 BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE	2024 BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY										
NON-DEPARTMENTAL *	0.00	10,755.35	10,755.35	-	(10,755.35)	0.00	4,575.03	4,575.03	-	(4,575.03)
GOLF OPERATIONS	888,424.00	16,133.86	1,004,502.02	113.07	(116,078.02)	962,036.00	5,443.50	1,221,468.30	126.97	(259,432.30)
FOOD & BEVERAGE	327,800.00	11,366.41	418,370.87	127.63	(90,570.87)	389,000.00	7,302.08	408,443.30	105.00	(19,443.30)
TOTAL REVENUE	1,216,224.00	38,255.62	1,433,628.24	117.88	(217,404.24)	1,351,036.00	17,320.61	1,634,486.63	120.98	(283,450.63)
EXPENDITURE SUMMARY										
GOLF OPERATIONS	494,439.00	43,510.55	540,991.85	109.42	(46,552.85)	537,881.11	37,153.75	585,190.40	108.80	(47,309.29)
FOOD & BEVERAGE	277,110.00	8,429.51	349,290.97	126.05	(72,180.97)	350,294.00	12,451.82	350,995.83	100.20	(701.83)
MAINTENANCE	486,332.00	114,118.42	614,386.27	126.33	(128,054.27)	520,658.00	44,310.08	539,441.41	103.61	(18,783.41)
TOTAL EXPENDITURES	1,257,881.00	166,058.48	1,504,669.09	119.62	(246,788.09)	1,408,833.11	93,915.65	1,475,627.64	104.74	(66,794.53)
REVENUES OVER/(UNDER) EXPENDITURES	(41,657.00)	(127,802.86)	(71,040.85)		29,383.85	(57,797.11)	(76,595.04)	158,858.99		(216,656.10)

*REFER TO PAGE 2, GOLF TRANSFER FROM CITY NOT INCLUDED IN REVENUE

603-GOLF COURSE

REVENUES	2023					2024				
	2023 BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE	2024 BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
NON-DEPARTMENTAL										
603-3-0000-33426 STATE AID-PERA	0.00	4,295.01	4,295.01	0.00	(4,295.01)	0.00	0.00	0.00	0.00	0.00
603-3-0000-33439 PERA PENSION OTHER REVENUE	0.00	27.00	27.00	0.00	(27.00)	0.00	0.00	0.00	0.00	0.00
603-3-0000-39101 SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-3-4511-39200 OPERATING TRANSFER IN	121,270.00	60,635.00	121,270.00	100.00	0.00	41,946.00	20,973.00	41,946.00	100.00	0.00
603-3-4511-39200 LESS OPERATING TRANSFER-IN	(121,270.00)	(60,635.00)	(121,270.00)	0.00	0.00	(41,946.00)	(20,973.00)	(41,946.00)	0.00	0.00
603-3-0000-39500 BOND PREMIUM AMORTIZATION	0.00	6,433.34	6,433.34	0.00	(6,433.34)	0.00	4,575.03	4,575.03	0.00	(4,575.03)
TOTAL NON-DEPARTMENTAL	0.00	10,755.35	10,755.35	0.00	(10,755.35)	0.00	4,575.03	4,575.03	0.00	(4,575.03)
GOLF OPERATIONS REVENUE										
603-3-4511-34710 EMPLOYEE GOLF PUNCH CARD	0.00	0.00	2,334.08	0.00	(2,334.08)	0.00	0.00	666.88	0.00	(666.88)
603-3-4511-36210 INTEREST INCOME	0.00	6,469.65	11,635.31	0.00	(11,635.31)	0.00	1,194.46	12,358.72	0.00	(12,358.72)
603-3-4511-36220 FINANCE CHARGE INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-3-4511-36221 ATM INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-3-4511-36230 CONTRIBUTIONS AND DONATIONS	0.00	0.00	1,283.14	0.00	(1,283.14)	0.00	510.85	510.85	0.00	(510.85)
603-3-4511-36240 REIMBURSEMENTS	500.00	459.46	879.46	175.89	(379.46)	500.00	0.00	629.99	126.00	(129.99)
603-3-4511-38040 MEMBERSHIP DUES	250,000.00	1,636.18	299,037.57	119.62	(49,037.57)	306,000.00	130.00	293,809.53	96.02	12,190.47
603-3-4511-38041 ADDITIONAL FEES	8,000.00	0.00	8,270.00	103.38	(270.00)	8,500.00	280.00	8,940.00	105.18	(440.00)
603-3-4511-38042 RENTALS	500.00	0.00	100.00	20.00	400.00	500.00	0.00	0.00	0.00	500.00
603-3-4511-38043 LESSONS	3,000.00	0.00	0.00	0.00	3,000.00	2,500.00	0.00	3,000.00	120.00	(500.00)
603-3-4511-38044 FACILITY FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	745.61	0.00	(745.61)
603-3-4511-38045 MISCELLANEOUS INCOME	1,500.00	241.79	1,378.80	91.92	121.20	0.00	0.46	1,858.28	0.00	(1,858.28)
603-3-4511-38046 GOLF MERCHANDISE	55,000.00	674.66	40,061.99	72.84	14,938.01	50,000.00	502.58	38,129.17	76.26	11,870.83
603-3-4511-38047 CLOTHING	20,000.00	720.85	25,971.46	129.86	(5,971.46)	20,000.00	687.95	25,892.79	129.46	(5,892.79)
603-3-4511-38048 GREEN FEES	327,237.00	3,230.46	350,403.01	107.08	(23,166.01)	304,459.00	2,137.20	366,988.43	120.54	(62,529.43)
603-3-4511-38049 DAILY CART FEES	168,187.00	1,086.87	207,563.23	123.41	(39,376.23)	214,727.00	0.00	230,344.70	107.27	(15,617.70)
603-3-4511-38050 PRIVATE CART FEES	25,000.00	0.00	14,445.00	57.78	10,555.00	17,850.00	0.00	25,332.02	141.92	(7,482.02)
603-3-4511-38051 DRIVING RANGE	19,000.00	0.00	24,375.90	128.29	(5,375.90)	25,000.00	0.00	24,711.50	98.85	288.50
603-3-4511-38052 CLOTHING-SPECIAL ORDER	8,000.00	585.00	9,489.20	118.62	(1,489.20)	8,000.00	0.00	7,740.25	96.75	259.75
603-3-4511-38053 PRIVATE CART REPAIRS	2,500.00	1,028.94	7,273.87	290.95	(4,773.87)	4,000.00	0.00	4,809.58	120.24	(809.58)
603-3-4511-39101 GAIN ON SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	175,000.00	0.00	(175,000.00)
TOTAL GOLF OPERATION REVENUE	888,424.00	16,133.86	1,004,502.02	113.07	(116,078.02)	962,036.00	5,443.50	1,221,468.30	126.97	(259,432.30)
FOOD & BEVERAGE REVENUE										
603-3-4512-38044 FACILITY FEES	3,500.00	156.00	6,268.00	179.09	(2,768.00)	6,000.00	81.00	5,202.96	86.72	797.04
603-3-4512-38045 GRATUITIES	7,800.00	682.80	11,918.25	152.80	(4,118.25)	11,000.00	535.00	8,468.77	76.99	2,531.23
603-3-4512-38140 FOOD SALES	120,000.00	3,273.77	159,725.35	133.10	(39,725.35)	150,000.00	3,083.84	157,487.37	104.99	(7,487.37)
603-3-4512-38141 BEVERAGE NON-ALCOHOL	25,000.00	158.05	29,807.33	119.23	(4,807.33)	28,000.00	71.63	29,051.46	103.76	(1,051.46)
603-3-4512-38142 BEVERAGE ALCOHOL	165,000.00	7,079.73	200,917.22	121.77	(35,917.22)	185,000.00	3,528.75	197,046.63	106.51	(12,046.63)
603-3-4512-38143 SUNDRIES	6,500.00	16.06	9,734.72	149.76	(3,234.72)	9,000.00	1.86	11,186.11	124.29	(2,186.11)
603-3-4512-39000 WRITE OFF OF LOAN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-3-4512-39101 GAIN ON SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOOD & BEVERAGE REVENUE	327,800.00	11,366.41	418,370.87	127.63	(90,570.87)	389,000.00	7,302.08	408,443.30	105.00	(19,443.30)
TOTAL REVENUES	1,216,224.00	27,500.27	1,422,872.89	116.99	(206,648.89)	1,351,036.00	17,320.61	1,634,486.63	120.98	(283,450.63)

603-GOLF COURSE
Golf Operations

		2023					2024				
DEPARTMENTAL EXPENDITURES		2023 BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE	2024 BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
603-4-4511-417	UNIFORMS	500.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00
603-4-4511-418	PORTABLE TOILETS	1,100.00	0.00	2,221.14	201.92	(1,121.14)	1,800.00	0.00	2,061.60	114.53	(261.60)
603-4-4511-420	DEPRECIATION	85,848.00	23,848.40	98,716.74	114.99	(12,868.74)	84,000.00	8,754.81	107,089.60	127.49	(23,089.60)
603-4-4511-430	MISCELLANEOUS EXPENSE	250.00	4.76	4.76	1.90	245.24	250.00	0.00	19,268.44	7,707.38	(19,018.44)
603-4-4511-432	PRIOR PERIOD ADJUSTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-4-4511-431	CASH (OVER) SHORT	0.00	(152.79)	6,284.13	0.00	(6,284.13)	0.00	72.11	2,613.25	0.00	(2,613.25)
603-4-4511-433	DUES & SUBSCRIPTIONS	1,000.00	0.00	1,247.38	124.74	(247.38)	1,000.00	0.00	1,599.88	159.99	(599.88)
603-4-4511-437	CREDIT CARD FEES	24,000.00	1,414.24	32,574.29	135.73	(8,574.29)	29,000.00	2,551.04	33,795.49	116.54	(4,795.49)
603-4-4511-438	BAD DEBT EXPENSE	250.00	0.00	0.00	0.00	250.00	250.00	0.00	0.00	0.00	250.00
603-4-4511-439	LOSS ON SALE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-4-4511-450	TRAINING & SEMINARS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-4-4511-460	LICENSE FEES/REGISTRATION	1,100.00	0.00	175.00	15.91	925.00	1,000.00	0.00	1,076.25	107.63	(76.25)
603-4-4511-500	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES		397,187.00	41,636.92	434,344.89	109.36	(36,076.27)	402,982.11	28,275.84	458,420.06	113.76	(55,437.95)
<u>DEBT SERVICE</u>											
603-4-4511-611	INTEREST EXPENSE	15,105.00	(1,783.45)	12,864.55	85.17	2,240.45	10,399.00	3,902.53	14,301.28	137.53	(3,902.28)
603-4-4511-620	BOND ISSUANCE FEES	0.00	0.00	3,160.00	0.00	(3,160.00)	6,000.00	0.00	3,532.87	58.88	2,467.13
603-4-4511-630	BOND AMORTIZATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL DEBT SERVICE		15,105.00	(1,783.45)	16,024.55	106.09	(919.55)	16,399.00	3,902.53	17,834.15	108.75	(1,435.15)
<u>OPERATING TRANSFERS - OUT</u>											
603-4-4511-720	OPERATING TRANSFER-OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-4-4511-801	GAIN/LOSS ON DISPOSAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING TRANSFERS-OUT		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL Golf Operations		494,439.00	43,510.55	540,991.85	109.42	(46,552.85)	537,881.11	37,153.75	585,190.40	108.80	(47,309.29)

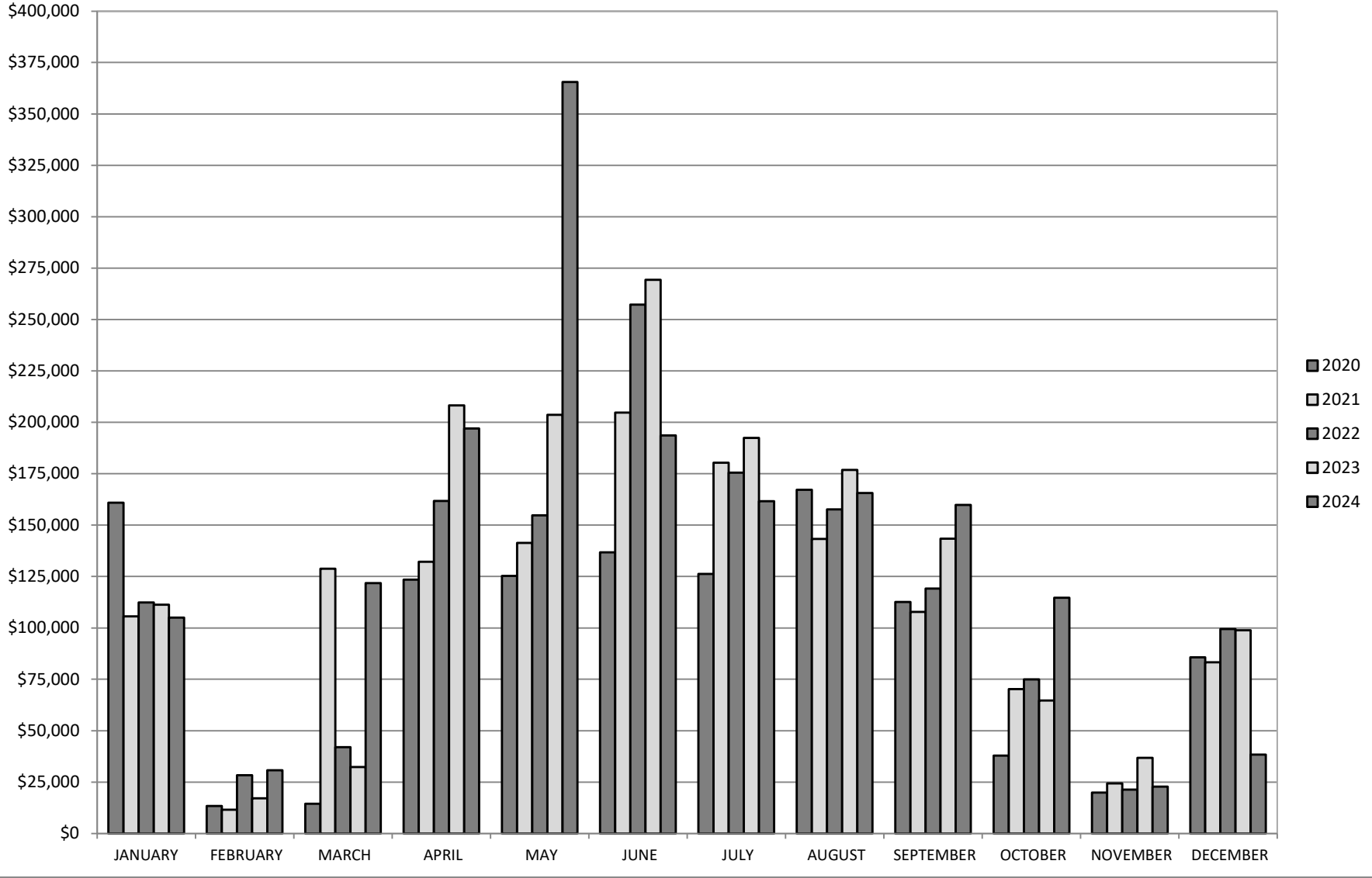
603-GOLF COURSE
Food & Beverage

DEPARTMENTAL EXPENDITURES	2023					2024					
	BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE	BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE	
EMPLOYEE WAGES & BENEFIT											
603-4-4512-102	WAGES OVERTIME	0.00	0.00	734.07	0.00	(734.07)	0.00	0.00	437.27	0.00	(437.27)
603-4-4512-103	WAGES PART-TIME	80,000.00	2,472.44	102,957.08	128.70	(22,957.08)	101,270.00	4,518.74	103,574.89	102.28	(2,304.89)
603-4-4512-104	GRATUITIES	7,800.00	682.80	11,918.25	152.80	(4,118.25)	11,000.00	535.00	8,468.78	76.99	2,531.22
603-4-4512-113	EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-4-4512-114	UNEMPLOYMENT BENEFITS	0.00	312.12	312.12	0.00	(312.12)	0.00	0.00	128.34	0.00	(128.34)
603-4-4512-121	EMPLOYER CONT. P E R A	3,200.00	157.26	4,494.91	140.47	(1,294.91)	9,206.00	156.74	3,585.56	38.95	5,620.44
603-4-4512-122	EMPLOYER CONT. F I C A	6,500.00	190.84	8,907.07	137.03	(2,407.07)	9,431.00	342.24	8,623.96	91.44	807.04
603-4-4512-130	EMPLOYER PAID INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-4-4512-151	WORKER'S COMPENSATION	700.00	0.00	787.00	112.43	(87.00)	917.00	0.00	655.18	71.45	261.82
TOTAL EMPLOYEE WAGES & BENEFIT		98,200.00	3,815.46	130,110.50	132.50	(31,910.50)	131,824.00	5,552.72	125,473.98	95.18	6,350.02
OPERATING EXPENSES											
603-4-4512-210	SUPPLIES - GENERAL	15,000.00	0.00	20,330.89	135.54	(5,330.89)	18,000.00	181.09	15,306.38	85.04	2,693.62
603-4-4512-217	TOWELS/LINENS	6,000.00	211.28	5,140.94	85.68	859.06	7,500.00	259.91	5,242.23	69.90	2,257.77
603-4-4512-251	COGS - ALCOHOL	53,000.00	1,358.90	61,314.74	115.69	(8,314.74)	60,000.00	1,384.88	69,425.73	115.71	(9,425.73)
603-4-4512-254	COGS - BEV NON-ALCOHOL	20,110.00	(744.20)	18,689.30	92.94	1,420.70	22,000.00	475.28	21,178.57	96.27	821.43
603-4-4512-259	COGS - FOOD	66,000.00	3,015.44	84,863.32	128.58	(18,863.32)	80,000.00	2,416.92	81,485.77	101.86	(1,485.77)
603-4-4512-262	COGS - SUNDRIES	8,000.00	(55.64)	9,995.35	124.94	(1,995.35)	7,470.00	195.09	11,457.19	153.38	(3,987.19)
603-4-4512-263	EXPIRED GOODS	800.00	612.08	999.01	124.88	(199.01)	500.00	0.00	0.00	0.00	500.00
603-4-4512-340	ADVERTISING & PUBLICATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-4-4512-365	INSURANCE DEDUCTIBLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	241.36	0.00	(241.36)
603-4-4512-404	REPAIRS & MAINTENANCE	3,000.00	0.00	4,504.92	150.16	(1,504.92)	4,000.00	0.00	4,991.18	124.78	(991.18)
603-4-4512-415	EQUIPMENT RENTAL	3,000.00	216.19	2,746.80	91.56	253.20	2,500.00	386.93	4,132.51	165.30	(1,632.51)
603-4-4512-417	UNIFORMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-4-4512-430	MISCELLANEOUS EXPENSE	0.00	0.00	6,334.77	0.00	(6,334.77)	2,000.00	0.00	7,141.50	357.08	(5,141.50)
603-4-4512-460	LICENSE FEES/REGISTRATION	4,000.00	0.00	4,260.43	106.51	(260.43)	4,500.00	0.00	3,320.43	73.79	1,179.57
603-4-4512-500	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	10,000.00	1,599.00	1,599.00	15.99	8,401.00
TOTAL OPERATING EXPENSES		178,910.00	4,614.05	219,180.47	122.51	(40,270.47)	218,470.00	6,899.10	225,521.85	103.23	(7,051.85)
TOTAL Food & Beverage		277,110.00	8,429.51	349,290.97	126.05	(72,180.97)	350,294.00	12,451.82	350,995.83	100.20	(701.83)

603-GOLF COURSE
Maintenance

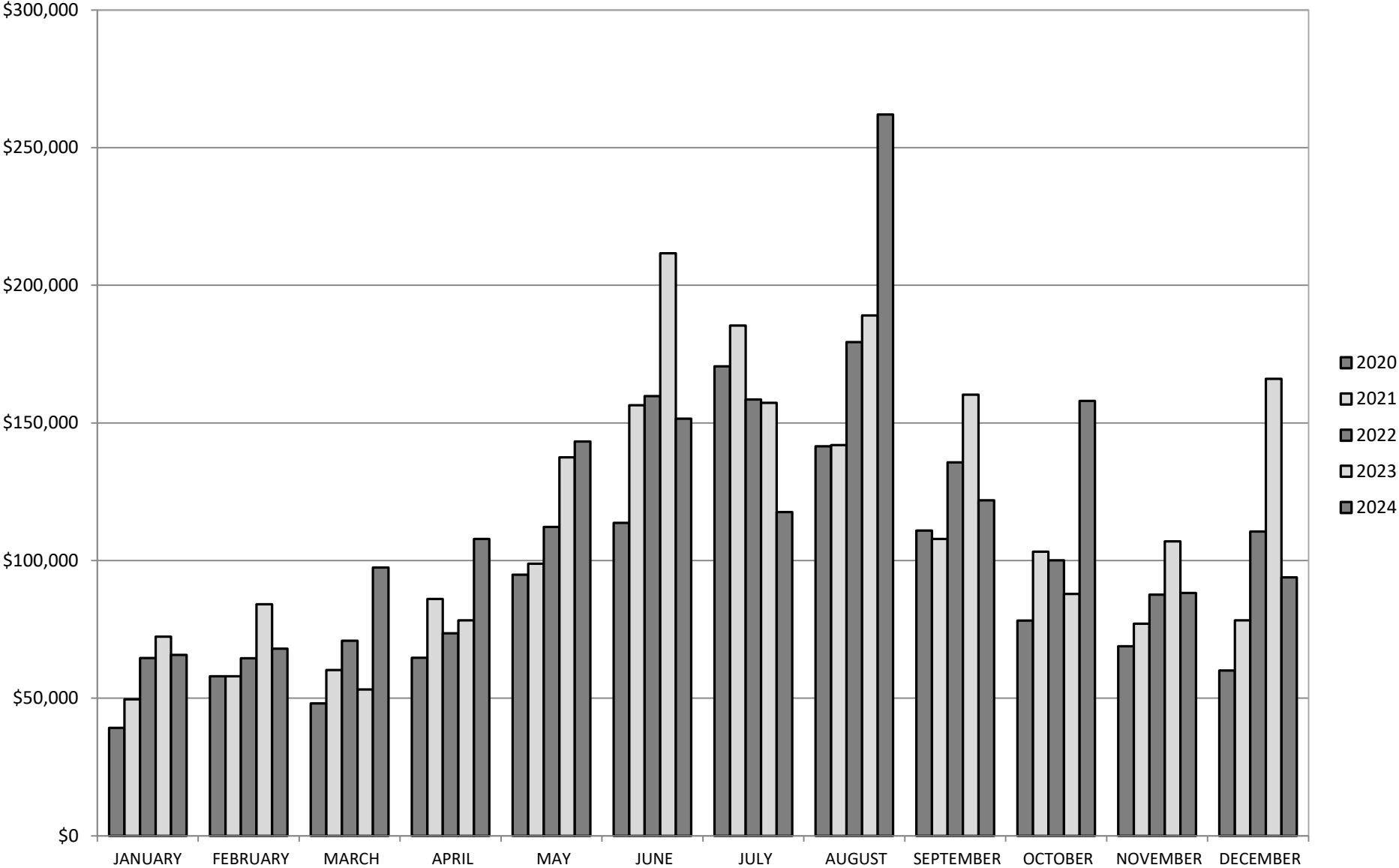
DEPARTMENTAL EXPENDITURES	2023					2024					
	2023 BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE	2024 BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE	
EMPLOYEE WAGES & BENEFIT											
603-4-4513-101	WAGES FULL-TIME	172,470.00	16,618.00	172,463.60	100.00	6.40	182,506.00	18,938.88	192,451.92	105.45	(9,945.92)
603-4-4513-102	WAGES OVERTIME	1,000.00	0.00	1,769.38	176.94	(769.38)	1,000.00	0.00	2,155.49	215.55	(1,155.49)
603-4-4513-103	WAGES PART-TIME	72,000.00	581.00	96,859.58	134.53	(24,859.58)	80,000.00	182.85	105,241.39	131.55	(25,241.39)
603-4-4513-113	EMPLOYEE BENEFITS	760.00	0.00	760.00	100.00	0.00	760.00	0.00	700.00	92.11	60.00
603-4-4513-114	UNEMPLOYMENT BENEFITS	2,546.00	0.00	0.00	0.00	2,546.00	2,546.00	0.00	0.00	0.00	2,546.00
603-4-4513-115	VACATION ACCRUAL	0.00	(104.38)	(104.38)	0.00	104.38	0.00	3,347.21	3,347.21	0.00	(3,347.21)
603-4-4513-121	EMPLOYER CONT. P E R A	12,935.00	1,040.66	15,354.69	118.71	(2,419.69)	14,324.00	1,058.24	15,336.31	107.07	(1,012.31)
603-4-4513-122	EMPLOYER CONT. F I C A	18,836.00	1,051.49	20,248.10	107.50	(1,412.10)	20,276.00	1,039.84	22,249.93	109.74	(1,973.93)
603-4-4513-129	GERF CHANGE	0.00	37,296.00	37,296.00	0.00	(37,296.00)	0.00	0.00	0.00	0.00	0.00
603-4-4513-130	EMPLOYER PAID INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-4-4513-131	HEALTH INSURANCE	12,590.00	481.04	12,594.08	100.03	(4.08)	13,312.00	2,065.78	27,648.94	207.70	(14,336.94)
603-4-4513-132	DENTAL INSURANCE	1,799.00	0.00	2,385.00	132.57	(586.00)	1,796.00	215.45	2,734.83	152.27	(938.83)
603-4-4513-133	LIFE & S-T DISABILITY	156.00	0.00	542.30	347.63	(386.30)	525.00	37.72	559.40	106.55	(34.40)
603-4-4513-135	OPEB EXPENSE	0.00	405.00	405.00	0.00	(405.00)	0.00	0.00	0.00	0.00	0.00
603-4-4513-151	WORKER'S COMP INSURANCE	2,556.00	415.71	3,624.71	141.81	(1,068.71)	2,663.00	0.00	2,791.56	104.83	(128.56)
TOTAL EMPLOYEE WAGES & BENEFIT		297,648.00	57,784.52	364,198.06	122.36	(66,550.06)	319,708.00	26,885.97	375,216.98	117.36	(55,508.98)
OPERATING EXPENSES											
603-4-4513-210	SUPPLIES - GENERAL	6,000.00	526.01	7,079.02	117.98	(1,079.02)	6,000.00	68.14	8,721.48	145.36	(2,721.48)
603-4-4513-212	MOTOR FUELS	25,000.00	(619.08)	24,568.03	98.27	431.97	25,000.00	797.02	25,007.52	100.03	(7.52)
603-4-4513-216	FERTILIZER & CHEMICALS	40,000.00	34,602.67	64,561.78	161.40	(24,561.78)	40,000.00	13,904.51	4,676.27	11.69	35,323.73
603-4-4513-221	R & M - MACHINERY PARTS	29,000.00	4,115.77	26,989.78	93.07	2,010.22	30,000.00	1,698.60	28,051.20	93.50	1,948.80
603-4-4513-222	R & M - IRRIGATION	10,000.00	658.08	13,825.95	138.26	(3,825.95)	15,000.00	0.00	12,015.03	80.10	2,984.97
603-4-4513-231	SAFETY EQUIPMENT & TRAINING	684.00	0.00	639.54	93.50	44.46	800.00	0.00	1,502.59	187.82	(702.59)
603-4-4513-247	R & M - COURSE GEN IMPROV	12,000.00	5,960.99	11,650.53	97.09	349.47	15,000.00	0.00	13,809.72	92.06	1,190.28
603-4-4513-310	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-4-4513-330	TRAVEL, CONF, MILEAGE	500.00	0.00	115.00	23.00	385.00	500.00	0.00	0.00	0.00	500.00
603-4-4513-369	INSURANCES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-4-4513-381	ELECTRIC	1,400.00	56.51	1,883.22	134.52	(483.22)	1,400.00	73.99	1,223.86	87.42	176.14
603-4-4513-382	WATER/SEWER	50,000.00	295.45	81,930.67	163.86	(31,930.67)	62,000.00	328.50	47,864.68	77.20	14,135.32
603-4-4513-404	REPAIRS & MAINTENANCE	1,200.00	0.00	805.13	67.09	394.87	1,750.00	553.35	3,413.90	195.08	(1,663.90)
603-4-4513-405	R & M - PRIVATE CART REP	2,600.00	0.00	5,396.91	207.57	(2,796.91)	3,500.00	0.00	4,643.08	132.66	(1,143.08)
603-4-4513-417	UNIFORMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603-4-4513-430	MISCELLANEOUS EXPENSE	300.00	0.00	5.15	1.72	294.85	0.00	0.00	2,478.23	0.00	(2,478.23)
603-4-4513-441	SPECIAL PROJECTS	10,000.00	10,737.50	10,737.50	107.38	(737.50)	0.00	0.00	8,816.87	0.00	(8,816.87)
603-4-4513-500	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00	(2,000.00)
TOTAL OPERATING EXPENSES		188,684.00	56,333.90	250,188.21	132.60	(61,504.21)	200,950.00	17,424.11	164,224.43	81.72	36,725.57
TOTAL Maintenance		486,332.00	114,118.42	614,386.27	126.33	(128,054.27)	520,658.00	44,310.08	539,441.41	103.61	(18,783.41)
TOTAL EXPENDITURES		1,257,881.00	166,058.48	1,504,669.09	119.62	(246,788.09)	1,408,833.11	93,915.65	1,475,627.64	104.74	(66,794.53)
REVENUES OVER/(UNDER) EXPENDITURES		(41,657.00)	(138,558.21)	(81,796.20)		40,139.20	(57,797.11)	(76,595.04)	158,858.99		(216,656.10)

NEW PRAGUE GOLF CLUB MONTHLY REVENUES 2020 - 2024



Please note, in 2020 transfer from City of \$60,635 in January and December
 Please note, in 2021-2023 transfer from City of \$60,635 in June and December
 Please note, in 2024 transfer from City of \$20,973 in June and December

NEW PRAGUE GOLF CLUB MONTHLY EXPENSES 2020 - 2024





400 Lexington Avenue South, New Prague, MN 56071
Phone: 952-758-5326 info@newpraguegolf.com

MEMORANDUM

TO: GOLF BOARD
FROM: JEFF PINT, GROUNDS SUPERINTENDENT
SUBJECT: MONTHLY DEPARTMENT REPORT - GROUNDS
TODAY'S DATE: 1/21/2025

We are currently working on servicing equipment.

New Equipment has been ordered.

We are in the process of getting quotes for the rebuild of the forward tees.

RESPECTFULLY SUBMITTED,
JEFF PINT



400 Lexington Avenue South, New Prague, MN 56071
Phone: 952-758-5326 info@newpraguegolf.com

MEMORANDUM

TO: GOLF BOARD
FROM: MICHELLE MULVIHILL, FOOD & BEVERAGE DIRECTOR
SUBJECT: MONTHLY DEPARTMENT REPORT – FOOD & BEVERAGE
TODAY’S DATE: JANUARY 21ST, 2025

Since the last meeting...

I have been coming daily to familiarize myself with the workings of the golf office & restaurant. We rearranged ‘Kurt’s office’ to make it more approachable and user friendly. It’s a definite work in progress. I have also been doing lots of housecleaning and organizing (when Kurt was otherwise occupied from my ‘training’). And I ran them out of labeling tape!

We hosted one large funeral where Joyce and Jill worked diligently to handmade pork & dumplings. They came back with rave reviews for the food and we even got great reviews for the staff and facility. We have also hosted two Chamber bingo events and are tweaking the process of serving a very large number of people in a very small window of time. It is almost a well-oiled machine. We have six more bingo events to improve our process.

Currently working on...

My biggest challenge remaining is to simply organize all the myriads of information from past events and previous managers so that I can come up with menus, recipes and presentations that will fit into our parameters. And, at the same time, sprucing things up a bit so that we appear clean, new and contemporary in our offerings and mindset. Jill and Joyce are huge assets to me right now and they have graciously offered to continue the duties they have recently taken over until the point when I can adopt them and take them off their hands.

Also, we just got delivery today of three cabinets in the bar area that will give us more storage and access to the items we use in the bar, without having to overwhelm the lower kitchen with that storage. And made we made some minor ergonomic and location changes to bar to help it flow better.

Before the next meeting...

I hope to have all the paper files gone through and get a better system of electronic information retrieval so we can just pull out what we did previously and say, “That was mostly good, but we learned this. And if we change this and adjust slightly for that...” My goal is to not have to reinvent the wheel each time but to work hard to get it right the first time.

RESPECTFULLY SUBMITTED,
MICHELLE MULVIHILL



400 Lexington Avenue South, New Prague, MN 56071
Phone: 952-758-5326 info@newpraguegolf.com

MEMORANDUM

TO: GOLF BOARD
FROM: KURT RUEHLING, GM / DIRECTOR OF GOLF
SUBJECT: MONTHLY DEPARTMENT REPORT – GOLF OPERATION
TODAY’S DATE: JANUARY 21ST, 2025

Since the last meeting...

- Michelle and I have been reorganizing the office, making it more functional and efficient. This has included rearranging the layout and sorting through files...so far so good!
- We hosted a very, very successful Patron Appreciation Open House that generated over \$35,000.00 in membership sales, merchandise sales, food sales, and beverage sales...compared to 2024 when we collected about \$18,000.00
- We have collected over 100 early-pay memberships, which is very encouraging!

Currently working on...

- Updating the website with 2025 information...adding links when necessary. Focus is on a more informative Junior Golf section
- Fine-tuning Chamber Bingo...we are having microphone issues. I have spoken to Bruce Reimers from the City and Member, Steve Korum, both experts, and they both believe it is a “3rd floor output issue”. I will keep everyone posted on how this progresses
- Entering purchase orders to prepare for merchandise delivery
- Resolving some ongoing “glitches” with the Lightspeed Restaurant software

Before the next meeting...

- Would like the website updates to be completed
- Continue to get Michelle Mulvihill “settled in” to her new position
- Have the Lightspeed Restaurant software communicate perfectly with City Hall

RESPECTFULLY SUBMITTED,
KURT RUEHLING