



**GOLF ADVISORY BOARD  
SUMMARY  
February 18, 2020**



- Pete Aspinwall
- Kelly Casey
- Jack Gregg
- Art Pembroke

- Bill Crivello
- Judy Reddy
- Susan Skinner-Bannon
- Tessa Bailly

**Ex-Officio Members**

- Larry Kurokawa, Golf Course Superintendent
- Conlan Burk, Head Golf Pro
- Kristi Ponozzo, Director, Parks and Recreation
- Jennifer Schade, Recorder

**League Members**

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**LOCATION:** City-County Building, Room 326

**1. Call to Order/Establish Quorum/Review Agenda**

- Pete Aspinwall called the February 2020 Golf Advisory Board to order at 12:00 pm. A quorum was present.

**2. Approval of Minutes:**

- After review of the January 2020 minutes, Kelly moved to approve as presented. Jack seconded. Motion carried.

**3. New business**

Update on Hiring of Staff for the Golf Course

- Pete began the discussion by expressing concern that the city still has not hired a full-time assistant for the pro shop, nor a food and beverage manager for the restaurant.
- Conlan stated that we are finalizing interviews for the food and beverage manager (as of 10:00 this morning) and Kristi will be reaching out to the top candidate. We interviewed four candidates. Conlan added that Karey put in her 2-week notice last week.
- Bill stated that there was an internal staff member that applied, but didn't hear anything back regarding an interview. Conlan was that he was not part of the hiring team that selected who would be interviewed. No internal candidates were interviewed. Conlan stated that all four candidates are from Montana. The goal is to have a firm hire on the position by tomorrow.
- Where are we with hiring the assistant for the pro-shop? Conlan stated this is the next item to work on this week. Bryson quit. He gave us 24-hour notice. He moved back to Missoula. He did apply for the position but removed his name from the running. In that time, there has been three other people who have applied for the job. Conlan stated we

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will be scheduling interviews as soon as possible. Conlan would like the position filled by March 1. At this time, we will be hiring one full-time assistant professional and offering a ¾ time position for a second assistant out of that pool.

- Judy expressed concern that there were two qualified people for the head pro position who didn't get an interview. Larry stated those questions should be directed to the Human Resource office.
- Pete directed some questions to Kristi. He asked why the hiring process is taking so long. He also stated there were several folks known to board members who were qualified.
- Kristi stated that we have hired Conlan for the position of Golf Pro. We interviewed the top candidates for the position. We went through the hiring process and chose Conlan. We have an open hiring pool for the assistant professional position. That position is opened until February 21, 2020. People can continue to submit their applications until that date.
- Bill asked for clarification on the hiring process. Kristi stated that we review all the applicants. Those that meet the minimal qualifications are evaluated further. From this, we determine who is the most qualified based on what we see in their application or what we knew on a more personal level.
- Kristi stated we just finished our interviews for the food and beverage manager and we will be making an offer this week. Bill stated that he and Pete were approached by one of the potential candidates that applied. It appears they were not offered an interview. Was the same process completed there, where the city interviewed only the top candidates as opposed to everyone who is qualified? Pete added that because of the nature of the course, members consider themselves stakeholders. Pete then stated that a lot of the processes over this past year have been very troubling. We have lost some very valuable employees.
- Kristi asked that if you, as a consumer at the golf course, have concerns about those issues, please see her, Conlan, or Larry and talk about that outside of the advisory function. Employee decisions are part of what city management needs to be responsible for.
- Bill then asked that as an advisory board member, why are they not involved in hiring process? Pete stated this advisory board is unique within the city. He feels they are in a good position to advise. He feels like they have been left in the dark on the hiring process.
- Kristi stated that she has kept this board apprised of all the hiring processes the course is going through. As explained in the last meeting, Larry, Conlan, and the Food and Beverage Manager will all report directly to Kristi. The three of them will be the leadership team at the golf course. They will be expected to work closely together. They will communicate on a daily basis, as peers.

#### Golf Financial Report

- Conlan has been working with Colin in finance to try and get an accurate picture of the financial report using the spreadsheet that was created years ago. They are working on getting the golf budget aligned with the fiscal year budget.
- Kristi recommended we abandon the spreadsheet and bring the true financials to the golf board. Larry stated the spreadsheet was used because typically a golf course runs financial

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reports on a calendar year. The city runs reports based on the fiscal year. The fiscal year ends June 30. Pete stated he would like to get the board aligned with fiscal year budget so the board can understand what the city staff is looking at from a fiscal / budget point of view. All agreed.

- Larry stated the reports from the AS400 will give us the current monthly expenditures and revenues (the fiscal year totals to date). If you want comparable month to month, it is easy to go back a fiscal year in the AS400 to pull that information. Larry stated he can help with running these reports.
- Kelly asked that the new finance director visit the board and present the finances and answer potential questions. We will invite him to the July or August meeting.

### **Old Business**

- None.

- **Reports**

- Parks and Recreation Director's Report

- Thanks for listening to us.

- Golf Superintendent Report

- There has been a lot of outside work done.
    - There were a lot of cattails this year. Parks has helped with the clean-up. Larry's crew has had to get creative on how to dispose of all the organic matter.
    - Clubhouse –the permit will go to building department this week which means we should be good to go to retain a contractor. Contractors think we should remove it out through the asphalt by where we park the carts.
    - Larry is currently working on staffing for summer. He has several people returning. Please let Larry know if you know anyone looking for work. The starting pay is \$10.24 an hour which includes golf privileges.
    - The Benton Avenue trail will be moving forward this fall. It will be paved. It is 10 feet.

- Golf Professional Report

- We are hoping to be able to open mid-March. The ground is still frozen.
    - Conlan stated that the tournament calendar is finalized with the exception of two dates. The club championship hasn't been scheduled yet. It is between two weekends. Conlan will be posting that this week. Conlan will get with Larry to sort all this out.
    - Men's league is set for the year. Conlan will meet with ladies league to go over their season. Conlan has some fun new events for the ladies this year.
    - Winter league is wrapping up. It is a little concerns on the way the bracket has been set up previous years. There will be extra buy spots.
    - Seasonal Help: Conlan has 4 people he is working with. HR paperwork has been finalized on two of the new hires. The other two will start in mid-March.
    - Muni's TV commercial goes live this week. Conlan is making a shift from radio.

- Men's League Report

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- Jack – men’s league has set dates and they will be playing 17 continuous weeks. They won’t have the 4<sup>th</sup> of July break which will allow them to finish a week earlier. Start up and set up will be the same.
- Steve Bingham has set up a Men’s Facebook page and will take care of that in an effort to keep everyone updated.

#### Ladies League Report

- None.
- **Public comment**
- **Next meeting date – March 17, 2020**
- **Future agenda items**
- **Adjournment**

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