



**CITY OF HELENA**  
**Bill Roberts Golf Course Advisory Board**  
**Time Stamped Summary: December 19, 2023 - 12:00 PM**  
**City County Building 316 N Park Ave Room 426**  
**Zoom Recording Link:**

[https://us06web.zoom.us/rec/share/Olm3mKzQJllejz81wbXHUN4bi-VOz47R2QC46LF2RX-UaHSglUGuhNIRo9z87qfn.6J0rv5pjR\\_4UJ81X](https://us06web.zoom.us/rec/share/Olm3mKzQJllejz81wbXHUN4bi-VOz47R2QC46LF2RX-UaHSglUGuhNIRo9z87qfn.6J0rv5pjR_4UJ81X)

(00:00:01) Call to Order / Roll Call

Roll Call was taken, and the following all responded present:

Board Members:

Jack Gregg  
Chris Smith  
Art Pembroke  
Susan Court

Zoom attendees:

Rob Logsdon  
Nicholas Balcken

Additional guests and members of the public present:

Kathy McDonald-representing Women's League  
Doug Olson-representing Men's League  
Bob Schlack-member of the public

City Staff:

Parks Director Doug Smith  
Golf Course Operations Manager Tod Fitterer  
Golf Course Superintendent Steve Link  
Parks Administrative Assistant Heather Kahler

(00:00:52) Public Comment (Items pertaining to this agenda)

No public comment.

(00:01:13) Minutes

A. November 21, 2023

Time stamped summary link:

[https://us06web.zoom.us/rec/share/Mwpr7POSr2WSL1DD52oyptYhGFi\\_SPpTWtpM5sEoKcWaS9rxFeBBsud9yU1kQdx6.GDP7T4qMrwYRcBHa?startTime=1700593381000](https://us06web.zoom.us/rec/share/Mwpr7POSr2WSL1DD52oyptYhGFi_SPpTWtpM5sEoKcWaS9rxFeBBsud9yU1kQdx6.GDP7T4qMrwYRcBHa?startTime=1700593381000)

Susan Court made a motion to approve the minutes from the November 21, 2023 meeting, Chris Smith seconded, all in favor, motion passed.

New Business

A. Welcome New Board Member – Nicholas Balcken

(00:01:46) Nicholas had an excused absence for today's meeting and will be welcomed at the January meeting.

B. Member Info and Officer Duties Update

(00:01:55) Jack Gregg asked the board to verify the contact information provided. Jack then went over the Board Officer Duties handout that was provided by the City Clerk's Office.

Unfinished Business

A. Season Pass Donation Raffle

(00:03:38) Discussion began on how to collaborate with staff on getting the pass, timeline of selling raffle tickets, and cost saving ideas on how to begin the project. It was determined to have a meeting to outline all aspects of this project.

Reports

A. Parks Director

(00:14:23) Director Smith updated the advisory board that the City Commission did unanimously vote in support of the season pass donation for the raffle. Director Smith continued with a safety gate issue maintenance staff and the admin office have been dealing with.

B. Golf Course Superintendent

(00:19:27) Golf Course Superintendent Steve Link reported to the board the effects the dry winter has caused on the grounds and the lack of snow has resulted in maintenance staff catching up on other needed projects.

C. Golf Pro/Operations

(00:21:16) Golf Course Operations Manager Tod Fitterer informed the board that they have put together a cart sponsorship program. He was pleased to share that the business community is already showing interest in participating. Tod gave the board a financial update comparing this year's numbers to last. He also updated the board on the online Tee Time system and the simulator computer issue. Tod finalized his report with a restaurant update and the success the events are bringing. An entrance light and signage discussion began, and it was determined that staff will investigate the options.

D. Leagues

(00:41:36) Kathy McDonald-Women's League: Nothing to report.

(00:41:45) Doug Olson-Men's League: Nothing to report.

(00:42:44) Public Comment (Items not on this agenda)

No public comment.

Member Communications-Announcements / Proposals for next Agenda – (January 16, 2024)

Art Pembroke shared with Heather his schedule for the next few months as he may be absent from some upcoming meetings.

(00:43:18) Adjournment

Susan Court moved to adjourn the meeting, Chris Smith seconded, all in favor, meeting adjourned at 12:44pm.

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