

Memorandum #08-66

To: Al Viereck, Interim City Manager
From: Todd R. Larson, Parks and Recreation Director
Date: March 31, 2008
Subject: Golf Advisory Board Guidelines

The Parks and Recreation Department Mission, Vision, and Value Statements, approved by the City Commission, provides guidance for the department's operations.

An important piece of the department's operations is the planning and development direction provided by the community and Fox Run Golf Course Season Pass Holders. The Golf Advisory Board (GAB) serves as the community and pass holders' representation in the planning process. It is critical that the GAB have a document that provides the guidelines under which the members will function once they have made the commitment to serve on the board.

The Golf Advisory Board Guidelines (included in your packet) describe the group's overall purpose, responsibilities, definition of terms, meeting times, and attendance requirement. This document will be provided to the GAB every June when the Mayor and Commission appoint members to their new term. These GAB specific guidelines and responsibilities are the product of the City's efforts to more clearly define and direct the focus of the Golf Advisory Board as it is an integral part of the communication network between the City Staff, City Commission, season pass holders, and community members.

Respectfully submitted,

Todd R. Larson
Parks and Recreation Director

Recommendation: It is recommended that the City Commission approve the Golf Advisory Board Guidelines.

_____ I concur with this recommendation.

_____ I do not concur with this recommendation.

Al Viereck, Interim City Manager

CITY OF YANKTON
FOX RUN GOLF COUSE
GOLF ADVISORY BOARD
GUIDELINES

PURPOSE:

The purpose of the Golf Advisory Board (GAB) is to serve as the community's representation in Fox Run Golf Course operations and planning. The board should provide support and ideas for the golf staff (brainstorming and implementation). Approved recommendations by the GAB will be forwarded to the Board of City Commissioners for their consideration and action. In Yankton, where the form of government stresses the Board of Commissioners as the policy and decision making body, the GAB serves as a useful link with the citizenry and as an influential element in the process.

RESPONSIBILITIES:

The GAB is an advisory board appointed by the Mayor and confirmed by the Board of Commissioners to:

- Promote and maintain public interest in and use of Fox Run Golf Course.
- Solicit feedback and represent community members' golf needs and wants.
- Assist in determining future course needs for inclusion in the capital improvements planning.
- Provide 5 – 10 year development direction.
- Assist in generating ideas on special events, promotions, planning issues, etc.
- Provide input regarding fees and charges, leagues, tournament request policies, operational procedures, and rules.
- Assist as volunteers, or in obtaining volunteers, to serve at events as ambassadors, marshals, or in other capacities as assigned.
- Assist in promoting good will in the community, regional area, amongst the citizens, and amongst the governing body.
- Assist in other tasks as assigned.

NUMBER OF MEMBERS

The GAB shall be composed of up to seven (7) members appointed by the Mayor and confirmed by the Board of City Commissioners, one (1) of whom shall be a member of the Board of City Commissioners, other than the Mayor.

GOLF ADVISORY BOARD

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TERMS

The GAB terms of appointment, other than the member of the Board of City Commissioners, shall be three (3) years. The term of the City Commissioner shall be one (1) year. Each term shall begin on the first commission meeting in June.

QUALIFICATIONS

Members of the GAB, except the Commission representative, shall be season pass holders during their terms. Members shall be selected based from one of the following categories: minimum of one female, minimum of one male, and four (4) members considered at-large.

MEETING TIMES and AGENDAS

Meetings shall be as required to fulfill duties. Current regularly scheduled meeting date, time, and location is the 3rd Monday of each month beginning at 12:00pm at the Fox Run Clubhouse. Notice may be given to cancel, change, or add additional meetings. Staff, with GAB members input, shall establish dates and times of meetings.

Agendas are prepared in advance of each meeting by the Parks and Recreation Director. Board members or community members should provide items for the agenda to the office of Parks and Recreation at least one week prior to any meeting.

ATTENDANCE

Members are expected to attend all scheduled meetings. If a member fails to attend sixty (60) percent (8 of 12 meetings) in any consecutive twelve (12) month period, such member shall be considered removed from the board and may only be reinstated by action of the Mayor with approval of the Board of Commissioners. A replacement for the removed member will be sought. If a member fails to attend three (3) consecutive meetings, such member shall be considered removed from the board and may only be reinstated by action of the Mayor with approval of the Board of Commissioners. A replacement for the removed member will be sought.

COMPENSATION

The members of the GAB shall serve without compensation except for actual expenses, which are subject to the approval of the Board of City Commissioners.

(Note: This document provides a guideline for GAB members and may not include all tasks.)