

**SAINT CHARLES PARK & RECREATION BOARD MINUTES
WORK SESSION MEETING HELD
DECEMBER 28, 2009**

The meeting was Called to Order by President Porterfield at 6:00 pm in the Memorial Hall - American Legion Room. Roll Call noted the following present for the meeting:

Park Board - Valerie Lanning, Don Morgan, Kathy Mudrovic, Jan Myers, Mary Ann Ohms, Lyn Porterfield, Tom Smith, and John Walendy present for Roll Call; with TJ Slattery and Council Liaison Laurie Feldman absent.

Others - Director Parks and Recreation, Asst. Director Parks & Recreation, Rick Brown and Mike Valenti.

Discussion of Board's Rule in personnel matters concerning Department Director and Assistant Director: Porterfield indicated that the Closed Session topic would be addressed first then the other agenda item would be taken care of.

Closed Session:

Smith moved that the Regular Board Meeting adjourn into **Closed Session, for the purpose of Hiring, firing, disciplining or promoting of particular employees when information relating to the performance or merit of individual employees is discussed or recorded. (RSMo 610.021.3).** Seconded by Morgan.

Roll Call vote:

Aye: Valerie Lanning, Don Morgan, Kathy Mudrovic, Jan Myers, Mary Ann Ohms, Lyn Porterfield, Tom Smith, and John Walendy.

Nay: None

After the Park Board returned to **Regular Session** the **Discussion of Board's Rule in personnel matters concerning Department Director and Assistant Director** topic was addressed. It was noted that this is where the Board gives guidance of it's desire for how any personnel issues should be brought to the Board. The discussion resulted in a Board consensus which indicated that any personnel matter involving the Director or the Asst. Director concerning an official complaint needs to be brought to the Board as defined in the city charter.

Next the Discussion and Consideration of the Concession Manager Position Pay Grid was addressed. Staff reviewed the memo and grids (**attached**) dated December 22, 2009 which outlined a recommendation for grid steps, so the hiring process can continue.

When this review was complete, the discussion concerning this recommendation was extensive. This discussion resulted in Lanning moving that the Beginning Salary for the Concession Manager being \$43,410.00 and Staff should use the 14 step comparable as shown on the grid that was included in the (**attached**) Board Packet. The motion was seconded by Mudrovic. Passed unanimously.

Adjournment:

Morgan moved that the meeting **Adjourn** at 7:46 pm. Seconded by Mudrovic. Passed unanimously.

Park Board Work Session Meeting: December 28, 2009

Respectfully Submitted,

Lyn Porterfield 1-20-10
Lyn Porterfield - President

Jan Myers 2-3-10
Jan Myers - Secretary