

City of Saint Charles
Parks and Recreation Department Board
Executive Committee
October 20, 2009
Park Office Conference Room
Minutes

The meeting was **Called to Order** by President Porterfield at 6:00pm. **Roll Call** indicated the following were present for the meeting: Lyn Porterfield, John Walendy and Don Morgan; with Jan Myers absent.

It was reported that the purpose of the meeting was a **Discussion of the Draft Copy of the Organizational Structure and Capacity Review**. It was noted that this was being done via a draft report of the Higbee and Associates Report and it was noted that the purpose of the meeting was to discuss **1) Suggestions and Ideas. and 2) Review of possible Presentation for the Full Board.**

The various suggestions for revisions to the division structure were then reviewed extensively. When complete, the concept for Shared Services was discussed extensively.

Next, the Committee discussed the compensation issue of the study. When complete Morgan moved that the Executive Committee would recommend the guideline for this study would be the Board to mirror the City of Saint Charles compensation philosophy of using the market maximum or the current maximum, whichever is greater. Motion seconded by Walendy. Passed unanimously.

Staff then recommended that the Executive Committee approve the Higbee compensation portion of study as it relates to the vacant Concession Manager Position. It was reported that the Concession Manager Position begins at \$43,410. If approved Staff requested to be authorize to post this position opening at this salary rate. This item was discussed briefly resulting in Morgan moving to authorize Staff to post the Concession Manager Position at the recommended beginning salary rate. Motion seconded by Walendy. Passed unanimously.

As there was no other business to discuss, Morgan moved that the meeting **Adjourn** at 7:25 pm. The motion was seconded by Walendy. Passed unanimously.