

**Saint Charles Parks and Recreation Board
Executive Committee Meeting
Minutes of Meeting Held
December 14, 2012**

The Executive Committee meeting was called to order by President Slattery at 9:02am in the American Legion Room. Roll Call noted the following present:

Executive Committee: Present: Valerie Lanning, Tom Probst, TJ Slattery. Laura Lyon absent.

Others: Chris Atkinson, Assistant Director; Maralee Britton, Director; Todd Kassabaum, Chief Ranger, Monica McCarthy, Administrative Coordinator; Nick Donze, Maintenance Superintendent.

Metropolitan Parks & Recreation Funds and Projects Discussion-

Britton presented a memo highlighting what capital projects have been completed in the City of St. Charles utilizing Metro Funds since 2001. Britton then gave an overview of what "The Safe and Accessible Arch & Public Initiative" is and what its passing could potentially mean to the Parks & Recreation Department. Summary: 3/16 of one cent sales tax. Equate to 20 cents on a purchase of \$100. 30% would go to improvements at the Arch grounds. 70% will go to regional and municipal parks. Could potentially mean an additional \$200,000 per year to the Department.

Administration Building Project Update –

Atkinson explained to the Committee that staff had met with Tim Busse to discuss the possibility of getting some Pro Bono work on the project. Staff did not feel that it was a possibility. Staff would continue to work on project. Hiring a structural engineer would be the first step.

2012 Department Accomplishments Report –

Staff highlighted the memo that listed all 2012 accomplishments. Some highlights:

Maintenance Division: Restructuring of Division, new hires. Implementation of Turf Management Program, installation of new maintenance software program.

Enterprise Division – New hires, new programs, standardized uniforms, purchase of league scheduling software for use in 2013, formed a Teen Advisory Board, moved around staffing to handle senior trips and events.

Ranger Division – Increased participation in Motorcycle training and COPS C amp Programs.

Administration Division – Hew Hires, updated servers, new City payroll system, Created Facebook and Twitter accounts, hosted Party in the Park.

Also completed Discovery Playground, ball diamond backstops, frontier park restrooms, pavilion at Frontier Park.

2013 Department Priorities -

Committee felt that the completion of Webster/Heatherbrook Park should be the main construction goal for 2013. Also would like to see monthly project construction updates. Slattery asked that staff become more involved with the State Parks & Recreation Association. Committee asked that this issue be placed on the January 2013 Work Session Agenda for the whole Board to discuss.

At 10:05 am Probst Made a Motion to go into Closed Session to discuss (E.) Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment. Seconded by Lanning. Roll Call Vote: Lanning – Yes, Probst – Yes, Slattery – Yes.

Discussion of staffs goals and objectives for 2013 took place.

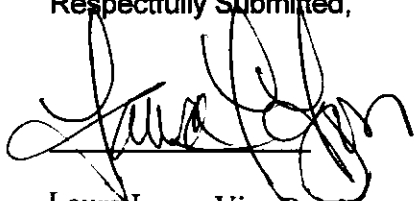
At 10:35 am Lanning Made a Motion to come out of Closed Session. Seconded by Probst. Roll Call Vote: Lanning – Yes, Probst – Yes, Slattery – Yes.

Probst asked if we could set a date for the next Executive Meeting. The date was set for March 8th, 2013 at 9:00am.

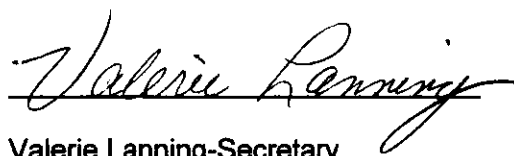
As there was no further business for discussion, Probst made a motion to adjourn the meeting at 10:40am. Lanning seconded. Passed unanimously.

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Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Laura Lyon', written over a horizontal line.

Laura Lyon, Vice President

A handwritten signature in black ink, appearing to read 'Valerie Lanning', written over a horizontal line.

Valerie Lanning-Secretary

