

ST. CHARLES PARK & RECREATION BOARD MINUTES
WORK SESSION MEETING HELD
April 2nd, 2014

The meeting was **Called to Order** by President Slattery at 6:02 pm in the American Legion Meeting Room at Memorial Hall. **Roll Call** noted the following present for the meeting:

Park Board - Betty Barro, Sandy Bichel, Valerie Lanning, TJ Slattery, Kathy Mudrovic, Mike Ryan were present. Tom Smith, Laura Lyon, Linda Roche were absent.

Others - Maralee Britton - Director Parks and Recreation,
Chris Atkinson – Assistant Director
Don Borgmeyer – Interim Enterprise Superintendent
Nick Donze – Maintenance Superintendent
Kelly Vaughn – Finance Director
Mark Hollenberg – Cemetery Supervisor
Monica McCarthy – Administrative Coordinator

3. Discussion of Parks Bank Account.

Britton introduced Kelly Vaughn, the Finance Director for the City of St. Charles. The Board had requested that she attend a meeting to help explain the reasoning and processes behind the move to create a separate bank account for the Parks & Recreation Department. Vaughn stated that the City has very few accounts. The vast majority of the City money is in one account (Could have up to \$70 million dollars in that one account.). Since the Parks & Recreation Department has a separate funding source the parks account was an easy department to separate from that large pot of money. This would make the transactions in the account easier to find than if they were part of one large account. It would also increase transparency of the account. Courts and the Convention Center also have their accounts since they generate their own separate revenue also. Slattery expressed some concerns about staff taking over the reconciliation process. Vaughn said that that process could remain with Finance if it wanted.

4. Discussion of Maintenance Organizational Structure.

Britton presented the Board with an updated organizational chart for the maintenance division. Since three individuals within the maintenance division have accepted the City's offer of early retirement a plan is needed to be put into place on how the division would be structured after they leave. Due to the high skill level and the uniqueness of each position it was decided to retain all three positions. Replacements would be hired at a significantly lower level on the grid than the retiring employees. The organizational structure will be slightly altered to better represent the utilization of the varying skill levels between the Operation's and Construction sides of the division. More staff will be shared between the two sides when their specific skills are required.

5. **2013 Cemetery Report – Mark Hollenberg**

Mark Hollenberg gave the Board his yearly update on the cemetery projects and operations. 2013 project highlights were getting electricity to the back compound, adding garage doors to the same compound. Widening and resealing of the roadway system. He presented the comparison numbers between 2012 and 2013.

Mark thanked Monica and her staff for all that they do to assist him with the grave purchases and the finances of the cemetery.

The Board thanked Mark for the job that he does at the Cemetery.

6. **Enterprise Division Employee Manual***

Britton presented the new consolidated Enterprise Division Manual. In the past each section of Enterprise Division had their own manuals. This document brings consistency to the manual but still allows day camp, concessions and aquatics to focus on their own areas of interest.

Mudrovic made a motion to approve the manual. Seconded by Barro. Passed unanimously.

7. **Adopt a Park (Board Member observations pertinent to facilities, programs and services within the Park System)**

Lanning: Nothing.

Bichel: Nothing.

Barro: Her Parks look good. Asked about a blocked drain in Blanchette Park. Atkinson said it had already been taken care of.

Ryan: Asked about no parking signage in Blanchette and about the trees that had died along the Boschert Greenway Trail. Donze said the signs are ready to be installed permanently in Blanchette and that staff are still working with the contractor on replacing the dead trees along the trail.

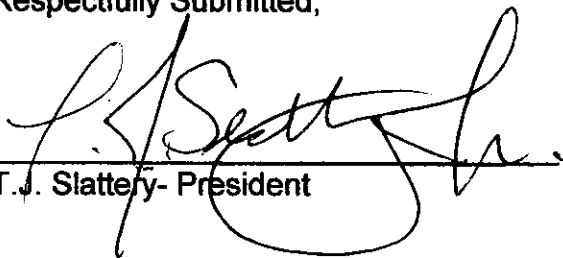
Slattery: Vogt Brothers Park looked good.

Mudrovic – Nothing

As there was not any other business to discuss Bichel moved for **Adjournment** at 7:09pm. Seconded by Ryan. Passed unanimously.

Park Board Work Session Meeting April 2nd, 2014

Respectfully Submitted,



T.J. Slattery - President



Valerie Lanning - Secretary

