



ST. CHARLES  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

Title:	Presentation of a Recommendation from Mayor Rogina to Appoint Department Directors as recommended by City Administrator Brian Townsend for Fiscal Year 2013/14
Presenter:	Mayor Rogina

*Please check appropriate box:*

<input type="checkbox"/> Government Operations	<input type="checkbox"/> Government Services
<input type="checkbox"/> Planning & Development	<input checked="" type="checkbox"/> City Council (6/17/13)

Estimated Cost:		Budgeted:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
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If NO, please explain how item will be funded:

**Executive Summary:**

Annual appointments for Department Directors for Fiscal Year 2013/14:

Christopher Aiston – Economic Development,  
 Margaret (Peggy) Forster – Information Systems,  
 Mark Koenen – Public Works,  
 James Lamkin – Police Chief,  
 Kathy Livernois – Human Resources,  
 Chris Minick – Finance,  
 Joeseph Schelstreet – Fire Chief, and  
 Rita Tungare – Community Development

**Attachments:** *(please list)*

Appointment recommendation

**Recommendation / Suggested Action** *(briefly explain):*

Presentation of a recommendation from Mayor Rogina to appoint Department Directors as recommended by City Administrator Brian Townsend for fiscal year 2013/14.

*For office use only*

*Agenda Item Number: IA*

# CITY ADMINISTRATOR'S OFFICE



## Memo

Date: 6/12/2013  
To: Mayor Rogina  
From: Brian Townsend  
Re: Reappointments

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In accordance with Section 2.10.080 of the City of St. Charles Code of Ordinances, I hereby submit my recommendations for appointment of staff officers for the period beginning May 1, 2013.

These recommendations are as follows:

Christopher Aiston, Director of Economic Development  
Margaret (Peggy) Forster, Director of Information Systems  
Mark Koenen, Director of Public Works  
James Lamkin, Police Chief  
Kathy Livernois, Director of Human Resources  
Christopher Minick, Director of Finance  
Rita Tungare, Director of Community Development

Additionally, Joe Schelstreet has been serving as Acting Fire Chief since November of 2012. After careful consideration, it is my recommendation that Mr. Schelstreet be appointed to the permanent position of Fire Chief. This decision was made after careful consideration of many factors, including the qualifications and responsibilities of the position and his performance as Acting Chief for the past 6 months. Assistant Chief Schelstreet meets the qualifications, has provided exemplary service to the department and the community for many years, and has the skills and abilities to lead the department into the future.

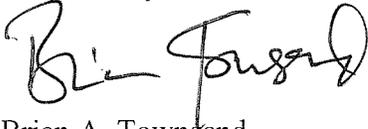
I have met with Assistant Chief Schelstreet to discuss the state of the department and the City's expectations. Assistant Chief Schelstreet welcomes the opportunity to serve the City in this capacity.

In conclusion, I want you to know how very proud I am of the leadership team at the City of St. Charles and all that they have done to enhance service to the community. I also enjoy working with this dedicated group of individuals that oversee and manage our City's programs and services. There is no doubt in my mind that they play a crucial role in making St. Charles the wonderful community that it is. We are fortunate to have individuals of this caliber working in our organization and for our City.

I welcome the opportunity to discuss these recommendations at your convenience.

Subject to your approval, these appointments can be placed on the June 17, 2013 agenda of the City Council.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Brian Townsend". The signature is written in a cursive, flowing style.

Brian A. Townsend  
City Administrator