



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 Mark Koenen for Fiscal Year 2014/15

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 (4/21/14)

Estimated Cost:		Budgeted:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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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:

- Margaret (Peggy) Forster, Director of Information Systems
- Kathy Livernois, Director of Human Resources
- Christopher Minick, Director of Finance
- Joe Schelstreet, Chief of Fire
- Peter Suhr, Director of Public Works
- Rita Tungare, Director of Community & Economic Development

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

Appointment letter

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

Presentation of a recommendation from Mayor Rogina to appoint Department Directors as recommended by City Administrator Mark Koenen for fiscal year 2014/15.

*For office use only*

Agenda Item Number: IC

## CITY ADMINISTRATOR'S OFFICE



# Memo

Date: 4/17/2014  
To: Mayor Rogina  
From: Mark Koenen  
Re: Director/Chief 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, 2014.

These recommendations are as follows:

Margaret (Peggy) Forster, Director of Information Systems  
Kathy Livernois, Director of Human Resources  
Christopher Minick, Director of Finance  
Joe Schelstreet, Chief of Fire  
Peter Suhr, Director of Public Works  
Rita Tungare, Director of Community & Economic Development

As you are aware, Peter Suhr has been serving as Acting Director of Public Works since September of 2013. After consideration and as noted above, it is my recommendation that Mr. Suhr be appointed to the permanent position of Director of Public Works. This decision was made after consideration of the qualifications and responsibilities of the position and his performance as Acting Director for the past 8 months. Mr. Suhr has provided exemplary service to the department and the community for several years, and has the skills and abilities to lead the department into the future.

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

For your information, the selection process for the Chief of Police is on schedule. I would anticipate I will have a candidate to recommend in May/June time frame. Until the appointment is approved, Acting Chief Huffman will remain in the leadership role at the Police Department.

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

Subject to your approval, these appointments can be placed on the April 21, 2014 agenda of the City Council.