



**MINUTES**  
**BOARD OF ALDERMEN**  
**WORK SESSION**  
**CITY OF GREEN PARK, MISSOURI**  
**May 24, 2016**

Mayor Reinagel called the Work Session of the Board of Aldermen to order at 6:00 p.m. on Tuesday, May 24, 2016, at the Green Park City Hall, 11100 Mueller Road, Suite 5, Green Park, Missouri.

|                      | <u>Present</u> | <u>Absent</u> | <u>Excused</u> |
|----------------------|----------------|---------------|----------------|
| Mayor: Bob Reinagel  | X              |               |                |
| Aldermen: Fred Baras | X              |               |                |
| Michael Broughton    | X              |               |                |
| Tim Thuston          | X              |               |                |
| Carol Hamilton       | X              |               |                |
| Joe Monteleone       | X              |               |                |
| James Jones          | X              |               |                |

**WORK SESSION:**

**1. Finalize Job Descriptions/Responsibilities for City Administrator/City Clerk and Deputy City Clerk.**

City Attorney Paul Rost stated the City Administrator section of the City of Green Park Code book is vague by design and not intended to be an exhaustive list of job duties. It is better to have a separate document as part of a policy or procedures manual so that it can be changed easily as the job duties change. The Code book would not have to change.

Mayor Reinagel suggested the Board start with the current documents that the City has established on job duties for both positions. City Administrator Zella Pope stated that there are some duties that can only be done by a City Administrator. Alderman Thuston discussed his concern that he saw no problem with the current job descriptions/duties and did not see the reason for changing from the current. Alderman Baras agreed and stated that the current employees are doing a great job and have things under control. Alderman Monteleone said it is very difficult to come up with a daily routine as no day is ever the same. Something new always comes up. Alderman Hamilton stated she believed this was a result of Mayor Reinagel advising the Board of Aldermen that Zella Pope was inundated with work and overwhelmed. It was thought that some of her job duties could be given to the Deputy City Clerk. There was also talk of hiring another person. Deputy

City Clerk Diane DeLonjay advised the Board that Mayor Reinagel, Zella Pope, and herself met and decided on items she could be trained to do or take over.

Discussion ensued on how the City might pursue the addition of a clerical assistant. It was suggested to inquire into local schools or community colleges for students studying in the field of political science that may be interested in serving an internship with the City of Green Park.

After discussion it was the consensus of the Board to leave the job descriptions as they are currently. Zella Pope will also make some calls to schools to look into the availability of student internships.

## **2. Finalize Employee Evaluation Form.**

Alderman Broughton suggested the employee evaluation form be changed from the current evaluation rating of 0 (Unacceptable) to 3 (Outstanding) to a broader range. He recommended a 1 to 10 rating scale. Discussion ensued and it was decided that a rating scale of 1 to 5 would be sufficient. It was also decided that employee evaluations be performed twice during the year (June and December) as part of policy.

## **3. Discussion of “Suggestions for the Development of Amenities for the Citizens of Green Park.”**

Mayor Reinagel stated the Board would address the eight items Alderman Broughton wished to be considered in the development of amenities for the citizens of Green Park.

- 1) **Pest Control:** Mayor Reinagel advised he talked to Powder Valley Conservation about getting traps. They will provide residents with traps for a deposit fee. Discussion ensued as to what happens with the animals that are caught. Mayor Reinagel will look into getting a written policy from Powder Valley. Alderman Broughton will also contact someone at the St. Louis County Health Department to see what can be done.
- 2) **Yard & Garden:** Alderman Broughton and Alderman Hamilton are spearheading this. Alderman Broughton has more contact information.
- 3) **Lost Pets:** Diane DeLonjay advised that two links have been added to the City’s webpage to report lost or found pets. Notice of these links has been put in the next City’s newsletter.
- 4) **Energy Savings:** Mayor Reinagel advised the first thing that needs to be done is assuring the roof on the building can handle the additional weight of the solar

panels. There was discussion as to whether the entire building receives solar panels, or if solar panels are only installed for suites 5 and 6. Alderman Thuston suggested that Ameren be contacted to advise of the benefits of solar panels and how their program works. Mayor Reinagel stated he will talk to Ameren.

- 5) **Dog Park:** Alderman Broughton wants the City to develop a dog park adjacent to Clydesdale Park beneath the power lines. Mayor Reinagel has been talking to Ameren about this. Zella Pope advised that the property is owned by St. Louis County Parks.
- 6) **Tree Trimming/Removal:** City Attorney Paul Rost stated the City needs to figure out the best way to handle whether it's something like the sewer lateral program, low interest or no interest loans, or grants. The City needs to get authorization to spend public money on private property. He recommended talking to the State Municipal League and to arborists for ideas on how best to put a program together. Mr. Rost stated the first thing that should be done is to look at the needs base. Alderman Baras suggested a survey be included in the next newsletter.
- 7) **Holiday Festival:** Alderman Broughton suggested the City develop an annual holiday (July 4<sup>th</sup>) festival similar to those of Webster Groves and Kirkwood. There really isn't enough time to do something for July 4<sup>th</sup> of this year. Many of the board members were not in favor of having something on July 4<sup>th</sup> since so many people are out of town during the holiday. Mayor Reinagel stated he has been working on a fall festival at Clydesdale Park. Clydesdale Park has been reserved for Saturday, October 22<sup>nd</sup>. The South Side Johnny Band will play. Zella Pope advised there is a fee of \$155 to reserve the park. Vendors pay 15% of their commission to St. Louis County. The City will have to get a dumpster and porta-potties. Mayor Reinagel indicated a committee will have to be established to handle the details of the event. There was discussion of getting a sponsor(s) for the event. Alderman Broughton advised he will contact St John's Evangelical United Church of Christ about a co-sponsorship.
- 8) **Community Panel Discussion:** Alderman Broughton suggested the City invite the Affton Police Precinct, Mehlville Fire Protection District, 6<sup>th</sup> District Council member, Lindbergh School, Mehlville School, Lakeshire, and the Lin Ferry business people to discuss how to "clean-up" South County. "South County Cares" was suggested by Alderman Hamilton as the theme name for the group.

#### 4. Miscellaneous

Alderman Monteleone advised that the street patches done on Cedarberry are chipped, cracked, and gravel is on the street. Alderman Monteleone also had several complaints about property maintenance issues. Zella Pope will investigate.

**5. Adjournment**

Alderman Thuston made a motion to adjourn. The motion was seconded by Alderman Hamilton. The work session adjourned at approximately 7:40 p.m.



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Bob Reinagel, Mayor

Attest:



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Deputy City Clerk, Diane DeLonjay