



MINUTES
BOARD OF ALDERMEN
WORK SESSION
CITY OF GREEN PARK, MISSOURI
April 18, 2016

Mayor Reinagel called the Work Session of the Board of Aldermen to order at 6:00 p.m. on Monday, April 18, 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		

*Alderman Hamilton arrived at 6:48 p.m.

WORK SESSION:

1. Discussion of Proposals Submitted for Design Engineer for the Green Park Road Project.

City Administrator Zella Pope referred to her memo to the Board of Aldermen dated April 13, 2016 explaining the guidelines for federally funded projects. A Request for Qualifications RFQ was posted on the MoDOT website for engineering proposals for the design and construction of Green Park Road from Lin Valle to the city limits at Highway 55 including a pedestrian trail. Nine (9) submittals were received by the City. A panel consisting of Mayor Reinagel, Alderman Baras, and City Administrator Zella Pope rated the submittals and determined the top three (3) submittals by review of their qualifications to be Horner Shifrin, Hurst Roche, and GBA. Interviews were conducted with the top three (3) engineering firms. After rating the interviews the panel selected Horner Shifrin as their top pick. Mayor Reinagel asked for a show of hands by the aldermen if they were in agreement with the panel's choice. All agreed with the panel to negotiate a contract with Horner Shifrin.

2. Discussion of City Employee Job Duties.

Mayor Reinagel opened the discussion to the Board of Aldermen.

Alderman Broughton suggested job descriptions be more generalized with an attached memorandum listing the specifics of the job. City Administrator Zella Pope alerted the Board that the job description from the year 2000 is not current. Job descriptions are updated continually as the position evolves. Alderman Baras gave the background history of the position when it was created for then-City Clerk Diane Monteleone in 2000. It was suggested by Mayor Reinagel maybe it's time to hire a professional to look at this. Alderman Thuston thought perhaps the Missouri Municipal League could help or Julie Stone with East West Gateway could help with job descriptions. Alderman Jones stated the job description is to protect the employee from being overworked and underpaid. Alderman Baras suggested the City send Deputy City Clerk Diane DeLonjay to more seminars. Discussion also took place regarding cross-training. Alderman Thuston suggested the city establish a monthly overview or general report based on the areas identified in the job descriptions on things that happened during each month.

3. Discussion of Paid Invoices.

Mayor Reinagel stated the Board of Aldermen receives the financial reports in the board packet every month which includes a list of the paid invoices. The City will start highlighting the major invoices and asked Alderman Monteleone if that would satisfy his request and he agreed.

4. Report on Employee Training Cost for the Last Few Years.

Mayor Reinagel stated employee training is a budgeted item. Training costs from 2014, 2015, and current were included in the board packet.

5. Miscellaneous

Alderman Broughton provided a handout with suggestions for the development of amenities for the citizens of the City of Green Park. He discussed establishing an annual holiday festival as well as a tree trimming program similar to the sewer lateral program. Also discussed was a lost pet's web link where residents can report lost dogs/cats or pets that they have found. Alderman Hamilton provided a link to "Mimi Alert" through Kennelwood Pet Resorts which can be posted on the city's website.

6. Adjournment

Alderman Thuston made a motion to adjourn. The motion was seconded by Alderman Broughton. The work session adjourned at approximately 7:00 p.m.

Bob Reinagel, Mayor

Attest:

Administrator/City Clerk