

AGENDA

Work Session

STE. GENEVIEVE BOARD OF ALDERMEN

Thursday – February 13, 2025

City Hall, 165 S. 4th St.

Immediately Following 6:00 p.m. Regular Board Meeting

CALL TO ORDER

APPROVAL OF AGENDA

BUSINESS ITEMS

1. Texting Policy Change
2. 14 Acres Progress Parkway **(The tentative agenda for this meeting also includes an optional vote to close part of this meeting pursuant to Section 610.021 (2) (Leasing, purchase or sale of real estate))**
3. City Admin Performance Review - **(The tentative agenda for this meeting also includes an optional vote to close part of this meeting pursuant to Section 610.021 (3 & 13) (Hiring, firing, disciplining, promoting, and performance records))**

ANY OTHER BUSINESS

ADJOURNMENT

Any person requiring special accommodations (i.e. qualified interpreter, large print, hearing assistance) in order to attend the meeting please notify this office at 573-883-5400 no later than forty-eight hours prior to the scheduled commencement of the meeting.

Join us on the Zoom app at:

<https://us02web.zoom.us/j/84811211564?pwd=VnR5QVppTEhYMWYxWGszT2xqTW1YZz09>

Or by phone at (312) 626-6799 Meeting ID: 848 1121 1564 Passcode: 808225

Find the Zoom Link at www.facebook.com/stegenevievecityhall/

Posted 2/8/2025

Happy Welch

Staff Report

February 13, 2025

To: Board of Aldermen
From: Happy Welch
Re: Texting Policy



Issue:

The policy for texting is to send a message using GIS location for items that are not emergencies, such as the water boil advisory for St. Jude subdivision.

We have been asked to revise that policy to sending notifications to all of those who have signed up for any notification that goes out for a public works related issue. We had an individual with a parent in the subdivision and the relative didn't get the message because they don't live in the neighborhood.

Those who sign up can do so for multiple addresses if they want but that's not the request.

Recommendation:

Determine if the policy should be to send any notification to the whole list instead of narrow casting.

Staff Report

February 13, 2025

To: Board of Aldermen
From: Happy Welch
Re: 14 Acres Progress Parkway

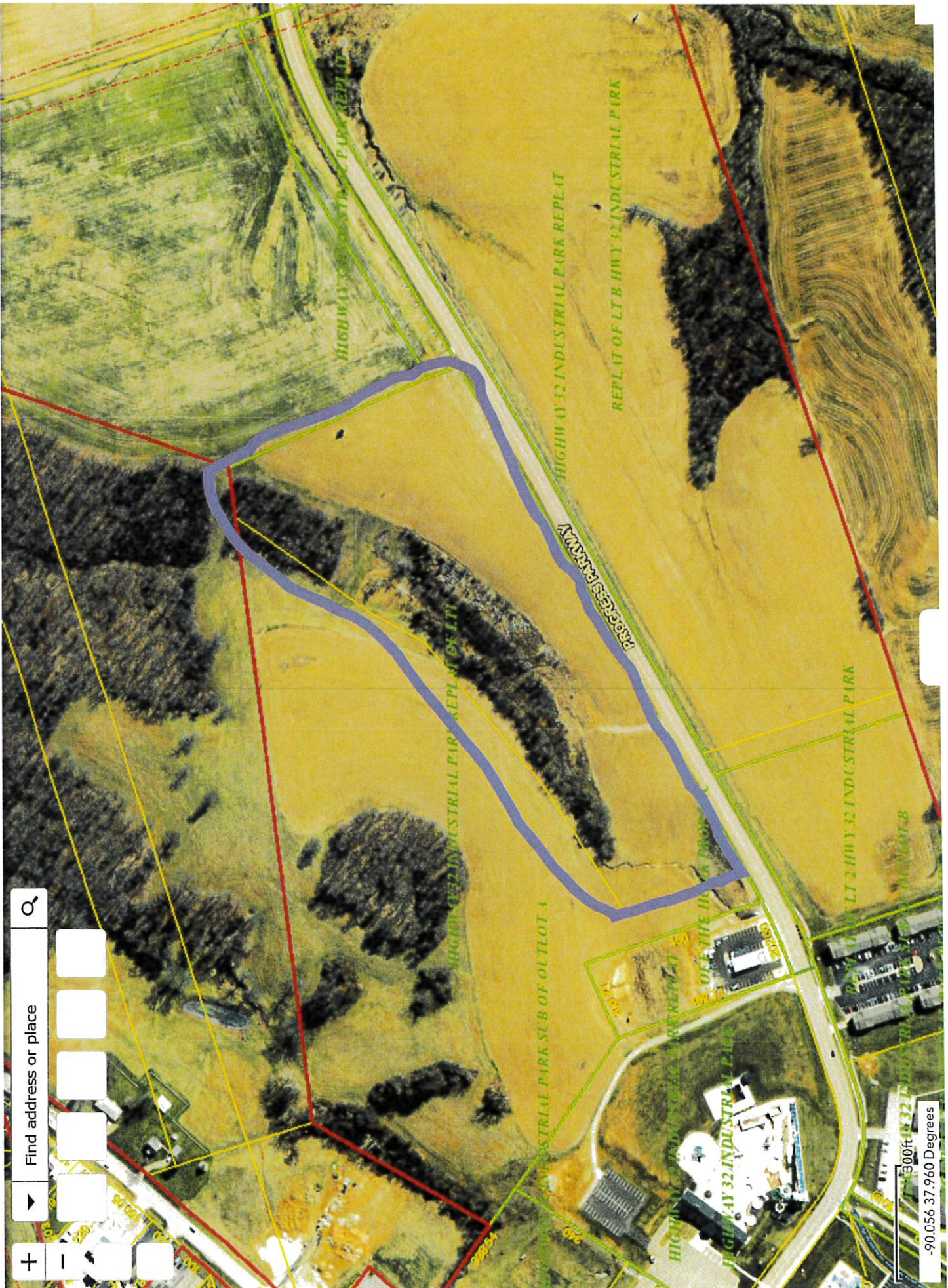


Issue:

Board members requested a closed session to discuss the 14 acres on Progress Parkway per the Sunshine Law.

Recommendation:

Map navigation controls including zoom in (+), zoom out (-), pan (arrow), and search (magnifying glass) buttons. A search input field is present with the placeholder text "Find address or place".



Staff Report

February 13, 2025

To: Board of Aldermen
From: Happy Welch
Re: City Admin Performance Review



Issue:

Time once again to rate the city administrator on a scale of 0 to 3 for different objectives and competencies, then review if the goals requested in 2024 were achieved and establish new goals for 2025-26.

The board can discuss the categories and determine as a group the rating to be listed.

Recommendation:

Think of goals for the upcoming year for the city administrator to work on.

City of Ste. Genevieve

EMPLOYEE PERFORMANCE EVALUATION

Name: Happy Welch Dept: Admin
 Position: City Administrator
 Date of Hire: 4/6/2020
 Present Salary: \$90,230.40
 Date: 2/13/2025

Type of Evaluation: Annual End of Probation Other

Employment Objectives (from the job description)	Weight	Rating	Score
1 Purchasing Policy Followed	2	<u> </u>	<u>0.0</u>
2 Established Policy Goals & Objectives	2	<u> </u>	<u>0.0</u>
3 Department Oversight	2	<u> </u>	<u>0.0</u>
Core Competencies	Weight	Rating	Score
1 Quality of Work	1	<u> </u>	<u>0.0</u>
2 Teamwork & Cooperation	1	<u> </u>	<u>0.0</u>
3 Technical Job Knowledge/Skills	1	<u> </u>	<u>0.0</u>
4 Customer Focus	1	<u> </u>	<u>0.0</u>
5 Ethics and Values	1	<u> </u>	<u>0.0</u>
6 Decision Making	1	<u> </u>	<u>0.0</u>
7 Self Motivation	1	<u> </u>	<u>0.0</u>
8 Follows Safety Rules and Regulations	1	<u> </u>	<u>0.0</u>
Total			<u>0.0</u>

Rating Guide:

- Exceeds Expectation- Above Average Achievements 3
- Meets expectations (good employee performance) 2
- Needs Improvement (does not meet minimum requirements) 1
- Unsatisfactory performance (needs major improvement) 0

Average Total is 28 = Acceptable Level of Achievement

Did the employee achieve performance goals? Explain: _____

Contract Management - Quality assurance for Alliance and other contractors/engineers/vendors

Be a catalyst for new Housing Development on Progress Parkway

Work with Financial Advisor and attorney on lease/purchase COP and GO Bond funding

What are the goals for the next year? Determine at least 3 measurable goals:

What training/educational opportunities does the employee need to achieve:

Continue webinars that benefit city policies and administration.

Employee Acknowledgement:

I have reviewed this appraisal and discussed the contents with my supervisor.
My signature means that I have been advised of my performance, and it does not imply that I necessarily agree with this appraisal. I have the following comments regarding this appraisal:

Employee Signature _____

Date

Rating Supervisor Signature: _____

Date

Reviewed by City Administrator: _____

Date

Ste. Genevieve Performance Review

DESCRIPTIONS OF CORE COMPETENCIES

Quality of Work

- ✓ Completes assignments with a minimum number of errors.
- ✓ Follows established policies and procedures when completing assignments.
- ✓ Demonstrates thoroughness and attention to detail.
- ✓ Finishes assignments within established standards and deadlines.

Teamwork & Cooperation

- ✓ Contributes to the achievement of joint objectives.
- ✓ Keeps others informed about matters of importance to them.
- ✓ Develops and maintains smooth, cooperative relationships.

Technical Job Knowledge/Skills

- ✓ Demonstrates an understanding of all aspects of the job.
- ✓ Identifies errors and inconsistencies and corrects them.
- ✓ Stays abreast of new policies, regulations, procedures, etc.

Customer Focus

- ✓ Listens carefully to customer requests and concerns.
- ✓ Clearly and confidently explains what can and cannot be done to address customer request.
- ✓ Responds patiently and appropriately to difficult customers.
- ✓ Recognizes when solutions require involving others' input.

Ethics and Values

- ✓ Adheres to appropriate and effective set of core values and beliefs established by the organization.
- ✓ Is widely trusted and is seen as direct and truthful.
- ✓ Maintains social, ethical, and organizational norms in conducting internal and external business activities

Decision Making

- ✓ Selects and timely implements workable solutions to problems.
- ✓ Gathers and evaluates pertinent data before making decisions and developing action plans.
- ✓ Coordinates decisions with others to achieve shared goals.

50¢ RAISE – AMOUNTS PER POINTS ACHIEVED ON EVALUATION

- 16 – 19 Points = 25¢ Raise
- 21 – 24 Points = 35¢ Raise
- 25 – 27 Points = 45¢ Raise
- 28 + = 50¢ Raise