



Minutes
City of Crystal Lake Park
Board of Alderpersons
Frontenac Municipal Complex
10555 Clayton Road, Frontenac, Missouri 63131
June 10, 2013 at 7 p.m.

Board of Alderpersons Meeting

I. Call to order

II. Pledge of Allegiance

III. Roll Call: Mayor Phillip Bryant called the board meeting to order at 7:02 p.m.

Officials: Present: Mayor Phillip Bryant; Alderpersons Dennis Nahnsen, Susan Kusama, and Kelly Larson. Absent: Chris Sanders.

Commissioners: Present: none. Absent: Park Commissioner Peg Crockett, Street Commissioner Sam Marcus, and Police Commissioner Lydia Sanders.

Administrators: Present: City Clerk Amy Cutrell, Communications Coordinator Jonathan Carey-Voris, Treasurer Julie O'Guinn, and City Attorneys Katherine Moore and Paul Martin. Absent: Building Inspector Neil Cantwell.

IV. Approval of Agenda

Mayor Bryant asked for a motion to approve the agenda. Alderperson Nahnsen moved and Alderperson Kusama seconded to approve agenda. The board unanimously approved by voice vote. Mayor Bryant declared it approved.

V. Approval of May 13, 2013, Board of Alderperson Minutes

Mayor Bryant asked for a motion to approve the minutes. Alderperson Kusama moved and Alderperson Nahnsen seconded to approve the May 13, 2013, minutes. The board unanimously approved. Mayor Bryant declared it approved.

VI. Public Hearing - Public Hearing – to discuss the allocation of \$20,000 in Community Development Block Grant (CDBG) funds which will become available after January 1, 2014.

The public hearing is a requirement by St. Louis County for Crystal Lake Park to be part of the CDBG funds. Mayor Bryant introduced Kathryn Mayrose from St. Louis County, who spoke about the program. Eligible residents will be able apply for up to a \$5,000 forgivable loan for HVAC system, new roofs, tree trimming system updates, major upgrades, wheelchair ramps, code violations etc. St. Louis County administers the program, with funding funneled from Housing and Urban Development (HUD).

Ms. Mayrose provided an overview of the program stipulations. Residents apply for funding directly to St. Louis County. Homeowners must meet HUD income standards, and must be owner and occupant. Real estate taxes must be paid and mortgage must be current. One person can only do it once. Address can only receive one grant. If home is in flood plain, flood insurance is required. Four homes would be allowed, as Crystal Lake Park would be granted up to \$20,000. If more people are interested, they would join a wait list, which would be carried over for next year.

Applications will be accepted after January 1. Applicants would be assigned a specialist, who would come to home and inspect. The homeowner would be responsible to get bids and negotiate work.

Alderperson Nahnsen asked how the city joined. St. Louis County invited all municipalities to join. Out of 90 municipalities, 72 are part of the program, with most offering the home improvement program.

Alderperson Kusama asked if income criteria was set by the county. Ms. Mayrose answered yes.

Mary Elbert, 2217 Divot, asked about tree trimming. Ms. Mayrose said overgrown and dead trees would qualify.

Communications Coordinator Jonathan Carey Voris asked which office residents would call. Ms. Mayrose noted the county is divided by I-64. Since Crystal Lake Park is south of I-64, residents would call the south county number.

City Clerk Amy Cutrell stated she was told the city was a part of the program years ago, but there was no participation. Ms. Mayrose suggested mentioning in the November newsletter to promote the program. Being no further discussion, the public hearing was closed.

VII. Announcements – none

VIII. Old Business –

- A. Resolution 2013-20. A resolution authorizing the city treasurer to move primary bank activity accounts from Commerce Bank to PNC.

Mike Lucey, Assistant VP for PNC attending the meeting. Treasurer O'Guinn stated Commerce Bank is the city's current bank, and PNC is currently Frontenac's bank. She has been impressed with PNC's service, and the interest rate is higher. She envisions a general checking along with money market and CD investment with PNC, which is located at Linderbergh/Ladue.

Aldersperson Nahnsen asked about the difference in rates. Treasurer O'Guinn noted her spreadsheet in the packet, and that PNC offers higher yields than Commerce.

Mayor Bryant read Resolution 2013-20 authorizing the city treasurer to move primary bank activity accounts from Commerce Bank to PNC. After this, Aldersperson Larson moved and Aldersperson Kusama seconded that this resolution be approved. The Alderspersons approved unanimously by voice vote. Mayor Bryant declared the resolution passed.

IX. City Commissioners/Administrators – Reports

- A. Building Inspector Neil Cantwell – report read.

- B. City Treasurer Julie O'Guinn – report read.

Treasurer O'Guinn stated the city is five months into the budget year, and the city should be close to 42 percent. Revenues are currently under budget; however, the city is very close to prior year. She noted that while real estate is down, it is a timing matter. At year's end, the city should be in good financial shape. She added expenses from upcoming street projects will be paid.

- C. City Clerk Amy Cutrell - report read.

City Clerk Cutrell noted the code of conduct is included in the packet and is on the agenda to be voted on. And while the park planning forum didn't have as large of attendance as expected, the meeting was fruitful with great ideas brought forward, and everyone seemed to be on the same page. SWT will present the park concept plan June 26.

- D. Warrant Approval – attached

After reviewing the Warrant List for the month of May, Mayor Bryant asked for a motion to approve the warrant list. Aldersperson Nahnsen moved and Aldersperson Kusama seconded that the Warrant List be approved. The board unanimously approved by voice vote. Mayor Bryant declared the Warrant List approved.

- E. Communications Coordinator Jonathan Carey-Voris - report read. Communications Coordinator Carey-Voris stated the last newsletter was mailed recently with former Mayors on the distribution list. Former Mayor Jerry Fabien contacted Voris to report he would send photos for historical purposes.

- F. Police Commissioner Lydia Sanders – no report – nothing new to report.

- G. Parks Commissioner Peg Crocket –report read.
- H. Planning Consultant Ada Hood - report read.
- I. Frontenac Police Department - report read.
- J. Frontenac Fire Department - report read.
- K. Street Commissioner Sam Marcus - report read.

X. New Business

- A. Resolution 2013-29. A resolution establishing policies of nondiscrimination.

Mayor Bryant read Resolution 2013-29 establishing policies of nondiscrimination. After this, Alderperson Kusama moved and Alderperson Nahnsen seconded that this resolution be approved. The Alderpersons approved unanimously by voice vote. Mayor Bryant declared the resolution passed.

- B. Resolution 2013-30. An ordinance establishing a code of conduct policy for the City of Crystal Lake Park.

Mayor Bryant read Resolution 2013-30 establishing a code of conduct for the City of Crystal Lake Park. After this, Alderperson Larson moved and Alderperson Kusama seconded that this resolution be approved. The Alderpersons approved unanimously by voice vote. Mayor Bryant declared the resolution passed.

- C. August Meeting – the board discussed having a meeting in August, but a quorum would not be established. The next board meeting will be September 23.

XI. Comments from the General Public

Mary Elbert, Divot Drive, addressed the board. With tornadoes in the media, she asked if the city had a list of where to look for residents if recovery efforts were in place after a total disaster. Communications Coordinator Carey-Voris, who went through Community Emergency Response Training (CERT), said the most important work someone could do during a response is to take notes of what the team has done so the next shift knows what needs to be done and what doesn't need to be done.

XII. Closed Session

- A. The Mayor asked for a motion to adjourn to closed session to discuss legal, confidential or privileged attorney-client matters pursuant to Section 610.021(1), RSMo. 2000, real estate matters pursuant to Section 610.021(2), RSMo. 2000, personnel matters pursuant to Section 610.021(3), RSMo. 2000, audit matters pursuant to Section 610.021(17), RSMo. 2000, or for any other reason allowed by Missouri law. A motion was made by Alderperson Nahnsen and seconded by Alderperson Kusama to adjourn to closed session.

The Alderpersons voted as follows to adjourn to closed session: Alderperson Nahnsen - aye; Alderperson Kusama –aye; Alderperson Larson – aye.

XIII. Vote to Adjourn the Meeting

After returning to the regular session, the Mayor asked for a motion to adjourn to regular meeting. A motion was made by Alderperson Larson and seconded by Alderperson Nahnsen to adjourn. The board unanimously approved by voice vote. The meeting adjourned at 7:56 p.m.

Please note: The next Board of Alderpersons meeting will Monday, September 23 at 7 p.m. at the Frontenac Municipal Complex, 10555 Clayton Road, Frontenac, Missouri.

MINUTES RECORDED BY:

Amy Cutrell

City Clerk Amy Cutrell

ATTEST:

Phillip Bryant

Mayor Phillip Bryant