

Agenda
City of Crystal Lake Park
Board of Alderpersons Meeting
The Lodge 1050 Des Peres Road, Des Peres, MO 63131
April 11, 2011

Board of Alderpersons Meeting

- I. Pledge of Allegiance**
- II. Call to order / Roll Call**
- III. Approve Agenda**
- IV. Approval of March 14, 2010, Board of Alderperson Minutes**
- V. Old Business**
 - A. None
- VI. City Commissioners/Administrators – Reports**
 - A. City Planner Ada Hood
 - B. City Clerk Cathryn Terrell
 1. City of Frontenac – Conference Room
 2. Storage Facility
 3. Estate Sales
 4. Record Destruction – Resolution 2011-4
 - C. Building Inspector Neil Cantwell
 - D. Treasurer Ann Robertson
 1. Fund Balance Policy 2011
 2. Payroll
 3. Estimated Property Tax Rates – Re-assessment Year
 4. Performance Bond Release Letter – St. Louis County – Sewer Lateral Program
 - E. Street Commissioner Jim Cooper
 1. Street repair plan
 - F. Park Commissioner Holly Holland
 1. Spring Maintenance
 2. Park water source
 3. Spring planting
 - G. Communications Coordinator Jonathan Carey-Voris
 - H. Police Commissioner Billy Terrell
- VII. New Business**
 - A. Bill 484 – Ordinance 458 - Budget Amendment 2010
 - B. Discussion whether park sign should be supported by an ordinance
- VIII. Vote to Adjourn the Meeting**

Please note:

- **The next Board of Alderpersons meeting is May 9, 2011, at 7:00 p.m. in the Dogwood Room at The Lodge, 1050 Des Peres Road, Des Peres, MO 63131.**
- The Board of Alderpersons may 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.

**Minutes
City of Crystal Lake Park
Board of Alderpersons
April 11, 2011**

Board of Alderpersons Meeting

I. Pledge of Allegiance

II. Call to Order/Roll Call: Mayor Bonnie Taylor called the meeting to order at 7:00 pm.

Officials: Present: Mayor Bonnie Taylor, Alderpersons Phillip Bryant, Kelly Larson, Dennis Nahnsen, and Chris Sanders. Absent: None.

Commissioners: Present: Communications, Jonathan Carey-Voris; Park, Holly Holland; Streets, Jim Cooper. Absent: Police, Billy Terrell.

Administrators: Present: Assistant City Attorney, Lilian Doan; City Clerk, Cathryn Terrell; Recording Secretary, Jonathan Carey-Voris; Building Inspector, Neil Cantwell; Treasurer, Ann Robertson. Absent: City Planner, Ada Hood. City Attorney Paul Martin arrived mid-meeting.

Others Present: None

III. Approve Agenda: The Agenda was amended to remove the Public Hearing entry which was included in error. Alderperson Nahnsen moved and Alderperson Sanders seconded to approve the amended Agenda for the April 11, 2011, meeting. The Board unanimously approved the agenda Agenda.

IV. Approve March 14, 2011, Meeting Minutes: Alderperson Sanders moved and Alderperson Nahnsen seconded to approve the March 14, 2011, Board Meeting Minutes. The Board unanimously approved.

V. Old Business

None

VI. City Commissioners / Administrators Reports*

** City Commissioners / Administrators Monthly Reports are kept on record with the City Clerk. Minutes reflect action needed or taken.*

A. City Clerk Cathryn Terrell

1. City of Frontenac – City Clerk Terrell will finalize arrangements with Frontenac for the conference room beginning June of 2011.
2. Storage Facility - Alderperson Nahnsen made a motion to authorize City Clerk Terrell to sign a contract with Ideal Office Storage and Suites, 10 Strecker Road, Ellisville, MO, for a cost of \$400 a year for the first year in order to store the City's permanent records. Alderperson Sanders seconded it and the Board approved it unanimously by voice vote.
3. Record Destruction – **Resolution 2011-4.**

Alderperson Larson moved that Resolution 2011-4 be read in title only for the first time. Alderperson Sanders seconded it and the Board approved the motion

unanimously. After Attorney Doan read Resolution 2011-4 by title only for the first time, Alderperson Sanders moved that this Resolution be read in title only for the second time. Alderperson Nahnsen seconded it and Attorney Doan read Resolution 2011-4 for the second time and Alderperson Bryant moved to adopt Bill Resolution 2011-4.

Alderperson Nahnsen seconded the motion and the Board voted unanimously to adopt it. The Alderpersons voted as follows: Alderperson Bryant – aye; Alderperson Larson – aye; Alderperson Sanders – aye; and Alderperson Nahnsen – aye. Mayor Taylor declared that Resolution 2011-4 was approved.

B. Treasurer Ann Robertson

1. Mike Williams, Hochschild, Bloom, and Company, will present the Audit at the May Board meeting. City Clerk Terrell will add the Audit to the May Board agenda.
2. Fund Balance Policy 2011 – Alderperson Nahnsen moved the Amended Fund Balance Policy 2011 be approved. It was seconded by Alderperson Larson and the Board approved it unanimously by voice vote.
3. Budget Amendment - Alderperson Larson moved that the Agenda be amended to discuss and vote on Bill 484 – Ordinance 458 - Budget Amendment 2010 at this point in the meeting. It was seconded by Alderperson Sanders and the Board approved the motion unanimously by voice vote.

BILL NO. 484 / ORDINANCE NO. 458 Amending the Budget of the City of Crystal Lake Park, Missouri

Alderperson Sanders moved that Bill 484 / Ordinance 458 be read in title only for the first time. Alderperson Nahnsen seconded it and the Board approved the motion unanimously. After Attorney Doan read Bill 484 by title only for the first time, Alderperson Sanders moved that this Bill be read in title only for the second time. Alderperson Nahnsen seconded it and Attorney Doan read Bill No. 484 for the second time and Alderperson Larson moved to adopt Bill 484 / Ordinance 458. Alderperson Sanders seconded the motion and the Board voted unanimously to adopt it. The Alderpersons voted as follows: Alderperson Bryant – aye; Alderperson Larson – aye; Alderperson Sanders – aye; and Alderperson Nahnsen – aye. Mayor Taylor declared Bill 484 / Ordinance 458 approved.

4. Treasurer Robertson reported receipt of the release letter from St. Louis County for the performance bond related to the management of the sewer lateral program.

C. Street Commissioner Jim Cooper [oral report]

1. Street Commissioner Cooper noted Cleek Court needs patch work. There is a pot hole at Oak Drive and South Drive needing repair. He has issued an RFP for the work at Oak and South. He proposes doing a three inch excavation on Cleek and adding a three inch overlay of commercial grade asphalt. The approximate cost of these repairs would be \$3,600 to \$3,900.
2. Divot Drive has approximately 172 square yards needing repair. Doing a three inch excavation and three inch overlay would cost approximately \$8,500 to \$9,000. The Board asked Street Commissioner Cooper to obtain bids the Board will vote on at the May meeting.
3. 2153 Grandview - American Water repaired the leak and did not have to excavate the street. The water main leak caused upheaval of the street by the mailboxes.

Commissioner Cooper called American Water regarding this issue four times, but hasn't been contacted yet. Street Commissioner Cooper will contact American Water regarding 2153 Grandview and report at the May meeting.

D. Park Commissioner Holly Holland

1. Park Commissioner Holland recommends having one single water source installed by Merlo Plumbing for \$1,550. Alderperson Nahnsen made a motion to accept Merlo's bid. Alderperson Larson seconded it and the Board approved it unanimously by voice vote. It was also mentioned Merlo would be able to assess where the leak may be in the event the City wants to proceed with more spigots at a later time. Also mentioned was the need to build an enclosure for hoses and sprinkler heads.
2. Park Commissioner Holland recommended accepting the low bid from Gamma Tree Experts for the removal of four trees for \$1,575. There was a brief discussion about whether any trees were on Willows' property. Alderperson Nahnsen noted it had been previously agreed upon to use the fence line as an easy way to distinguish which trees are on Willows property or the City's. Alderperson Sanders moved that the Gamma Tree Experts bid be accepted. Alderperson Nahnsen seconded it and the Board approved it unanimously by voice vote.

E. Police Commissioner Billy Terrell

1. Police Commissioner Terrell tendered his resignation from the Police Commissioner position. He thanked the City for giving him this position, but noted that he does not have enough time to fulfill the duties of the post, which currently includes the Neighborhood Watch Program.

II. New Business

- A. Bill 484 / Ordinance 458 – Budget Amendment 2010 was addressed during the Treasurer's report.
- B. Attorney Martin will consider whether the park sign should be supported by an ordinance requiring adult supervision of children under eight (8) years old and give an opinion at the May Board meeting. City Clerk Terrell will add this to the May Board Agenda.

Vote to Adjourn the Meeting

There being no further questions or business before the Board, a Motion was made by Alderperson Larson and seconded by Alderperson Nahnsen to adjourn the meeting and move to closed session for attorney-client communications and personnel issues per RSMo 610.021.1 and 610.021.3. The Motion was unanimously approved. The meeting adjourned at 8:12 pm.

Next Meeting: The next meeting of the Board is scheduled for Monday, May 9, 2011, in the Dogwood Room at The Lodge 1050 Des Peres Road, Des Peres, MO 63131.

MINUTES RECORDED BY: _____
Recording Secretary, Jonathan Carey-Voris

ATTEST: _____
Mayor Bonnie Taylor