

MINUTES
Of the City of Crystal Lake Park, Missouri
Regular Meeting of the Board of Alderpersons
May 11, 2009

Pledge of Allegiance

Swearing-In/Thanks

Alderpersons Chris Sanders was sworn in for his first term for Ward 1 and Dennis Nahnsen was sworn in for his second term for Ward 2 by City Clerk Cathryn Terrell.

Mayor Bonnie Taylor thanked Jim Gehringer for his three terms of service to the Board of Alderpersons. There was loud applause from everyone!

Call to Order/Roll Call

Mayor and Alderpersons: Present: Mayor Bonnie Taylor, and Alderpersons Kelly Larson, Phillip Bryant, Dennis Nahnsen, and Chris Sanders.

City Officials: Present: Attorney Paul Martin, Park Commissioner Jim Gehringer, Building Inspector Neil Cantwell, Police Commissioner Steve Sood, and City Clerk Cathryn Terrell.

Approve Amended Agenda

Mayor Taylor asked that we move City Officials before New Business. Alderperson Bryant moved and Alderperson Larson seconded to approve the May 11, 2009 amended agenda. The Board unanimously agreed to approve the amended agenda for the May 11, 2009, meeting.

Approval of April 13, 2009 Meeting Minutes

Alderperson Larson moved and Alderperson Nahnsen seconded to approve the April 13, 2009, board meeting minutes. The Board unanimously agreed to approve the board meeting minutes of April 13, 2009.

Old Business

Entrance Lights

City Clerk Terrell will move Entrance Lights to June 8, 2009, agenda.

Approve Permitting Procedures

Per Building Inspector Neil Cantwell, Crystal Lake Park is adopting the 2006 International Residential Codes and 2006 International Property Maintenance Codes.

Building Inspector Cantwell amended the Building Permit Procedures, April 2009. The following areas were amended: the process by which building permits are obtained, what construction projects need to be reviewed by the Building Inspector of Crystal Lake Park, as well as work that does not require a building permit [attachment to Building Permit Procedures - Work That Does Not Require a Building Permit, updated April 6, 2009]. The Building Permitting Procedures were approved. City Clerk Terrell will ask Jonathan Carey-Voris to add the Building Permitting Procedures to the CLP website.

Building Inspector Cantwell spoke to John Jespersen and John Morgan, both with the City of Frontenac, regarding Crystal Lake Park's Building Inspector handling the inspection of homes in Crystal Lake Park for small and large projects. Per Building Inspector Cantwell, Mr. Jespersen and Mr. Morgan both agreed to this change.

Police Commissioner Steve Sood asked what we can do when a homeowner has completed a construction project and has not gone through the appropriate process of obtaining a permit. Per Building Inspector Cantwell, the City can contact the resident and ask them to comply.

Construction Fee Schedule

City Clerk Terrell will move Construction Fee Schedule to June 8, 2009, agenda. Building Inspector Cantwell will provide the Construction Fee Schedule.

City Officials

- A. **Treasurer Report** – the April Financial Report was given by City Clerk Cathryn Terrell for Treasurer Dianne Chand. The current balance in the CLP's Reliance bank account is \$265,429.27; the amount in CLP's U.S. Bank money market account is \$83,095.16.

Chand had been requested at the previous Board meeting to produce the audit costs for the past several years. The contracted fees charged in the past by Hochschild, Bloom & Co are:

2007 audit - \$4,650
2008 audit - \$4,900
2009 audit - \$5,300
2010 audit - \$5,600

Treasurer Chand's request for additional money to be sent to the Department of Public Works for the Sewer Lateral Fund will be deferred to the June 8, 2009, meeting. City Clerk Terrell will put it on the June 8 agenda.

Treasurer Chand will report on the 4005 Railroad – Public Utility on the Statement of Revenues at the June 8, 2009, meeting. City Clerk Terrell on the June 8 agenda.

- B. **Park Commissioner Jim Gehringer** – Park Commissioner Gehringer has three bids for grading the large open area in the park to improve drainage. Drainage had been made worse as a result of two MSD projects. Gehringer plans to obtain a final bid that will include grading and seeding, repair of a water pipe leak, mulching existing trees, and taking down an existing tree due to poor care. The proposed project is scheduled to start in late August. Gehringer will seek approval from the Board at the July meeting for the necessary funds [footnote]. Gehringer will also call Kevin Holland regarding cleaning the playground equipment. Park Commissioner Gehringer has researched entry sign lighting and wants to clean the sign before planting.

- C. **Police Commissioner Steve Sood** – Police Commissioner Sood would like to establish a Neighborhood Watch Program. He will be meeting with Office Ryan Cornelius the end of May and Chief Becker mid June. Police Commissioner Sood will need two-three block captains per street. Police Commissioner Sood would like a page on the CLP website in order to promote and keep residents informed about the Neighborhood Watch Program. Sood would like this program to be in place by July and plans to report to the Board at that time. Currently, Sood is attending the Citizens' Academy Class. The goal is to promote understanding between police officers and residents in order to make our neighborhood a safer place to live. Police Commissioner Sood's goal is to make people feel safe and to feel good about living in our community.

Mayor Taylor asked if the Neighborhood Watch Program could be a part of an emergency response plan. Jonathan Carey-Voris offered that he had completed the Citizens Emergency Response Team (CERT) course in April of 2009. Police Commissioner Sood will inquire as to enrolling in the CERT course.

Police Commissioner Sood asked Frontenac Police to begin ticketing those not stopping at stop signs and/or speeding. No more warnings will be issued.

- D. **Building Inspector Neil Cantwell** – Building Inspector Cantwell gave his verbal report. Building Inspector Cantwell will deliver a monthly report to City Clerk Terrell to include in the Board packets. City Attorney Martin is going to talk to Mr. Bob Shelton, City of Frontenac, regarding having Building Inspector Cantwell inspect CLP's large projects as well as small projects. CLP's fee schedule for small construction projects was discussed. The fee is designed to cover the cost of inspection and permitting. Building Inspector Cantwell will draft a fee schedule for large and small construction projects and present it at the June 8 meeting. Building Inspector Cantwell will determine what a small and large project is.

Per Rita Brinkmann, trees are covering the road sign at Country Club and Bopp Road. Park Commissioner Jim Gehringer will make certain the trees are trimmed at Country Club and Bopp.

New Business

- A. **Motion – Vote: Park Commissioner** - Mayor Taylor asked that the Board appoint Jim Gehringer Park Commissioner. Alderperson Larson moved and Alderperson Bryant seconded to appoint Jim Gehringer Park Commissioner of Crystal Lake Park. The Motion was unanimously approved.
- B. **City Planner** – Ms. Ada Hood introduced herself and shared her experience [resume attached]. Ms. Hood recommends CLP implement design standards to support CLP's comprehensive plan and building codes. Such standards would make administration easier, give minimum criteria, and clarify our standards for developers. In regard to the implementation of design standards, Ms. Hood will talk to the City Manager of the City of Ellisville to make certain she would be available for such a project. Mayor Taylor and Attorney Martin both add their vote of confidence for Ms. Hood. Mayor Taylor would like to recommend Ms. Hood for both project review and the codification of design standards.

City Clerk Terrell will move the May 28, 2009, Board of Adjustment meeting to 7:30, and communicate this move to the chair and committee.

- C. **Communications Coordinator Jonathan Carey-Voris** – Mr. Carey-Voris would like CLP to use the website and e-mail as the primary way of communicating. He's sensitive to those who do not have e-mails and is posting information on the bulletin board. He would like those who do not have e-mail to have an "e-mail buddy" – someone who would deliver e-mails to them. City Attorney Martin gave Mr. Carey-Voris approval to put photos from picnics and events on the web.

Vote to Adjourn the Meeting

There being no further questions or business before the Board, a Motion was made by Alderperson Bryant and seconded by Alderperson Larson, 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.

Next Meeting:

It was announced that the next meeting of the Board is scheduled for Monday, June 8, 2009.

MINUTES RECORDED BY: _____
City Clerk, Cathryn Terrell

ATTEST: _____
Mayor/Presiding Officer, Bonnie Taylor