

**MINUTES**  
**Of the City of Crystal Lake Park, Missouri**  
**Regular Meeting of the Board of Alderpersons**  
**August 10, 2009**

**Pledge of Allegiance**

**Call to Order/Roll Call**

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

**Commissioners:** Present: Park: Holly Holland, Streets: Jim Cooper, Police: Steve Sood, Communications: Jonathan Carey-Voris

**Administrators:** Present: City Clerk Cathryn Terrell, Treasurer Jane Southard, Attorney Paul Martin, and Building Inspector Neil Cantwell. Absent: Ada Hood

**Approve Amended Agenda**

Mayor Taylor asked to amend the agenda. Alderperson Bryant moved and Alderperson Sanders seconded to approve the amended August 10, 2009, agenda. The Board unanimously agreed to approve the amended agenda of for the August 10, 2009, meeting.

**Approval of June 8, 2009, Meeting Minutes**

Alderperson Bryant moved and Alderperson Nahnsen seconded to approve the June 8 2009, board meeting minutes. The Board unanimously agreed to approve the board meeting minutes of June 8, 2009.

**Old Business**

- A. Entrance lights [tabled]
- B. Veolia Contract [tabled]

**Commissioners and Administrators Monthly Reports**

**A. Treasurer**

Appointment - Alderperson Bryant moved to read Bill #454/Ordinance #428 by title only for the first time. Alderperson Nahnsen seconded and it was unanimously approved. Attorney Martin read Bill #454/Ordinance #428 by title only for the first time.

**BILL 454/ORDINANCE 428 AN ORDINANCE CONFIRMING JANE SOUTHARD'S  
APPOINTMENT AS TREASURER FOR THE CITY OF CRYSTAL LAKE PARK, MISSOURI,  
APPROVING COMPENSATION FOR THE OFFICE, AND ESTABLISHING THE TERM OF  
OFFICE.**

Alderperson Sanders moved for Bill #454/Ordinance #428 to be read for the second time by title only and to be adopted as Bill #454/Ordinance #428. Alderperson Nahnsen seconded and the ordinance was unanimously approved. The Alderpersons voted as follows: Alderperson Bryant – aye; Alderperson Nahnsen – aye; Alderperson Sanders - aye. Mayor Taylor then declared Bill #454, Ordinance #428 approved.

June/July Treasurer's Report - The June and July Financial Report was given by Treasurer Jane Southard. The current balance in the CLP Reliance bank account is \$238,681.04. Treasurer

Minutes of CLP Board of Alderpersons, 8-10-2009

Southard is researching the \$142 in the U.S. Bank Money Market account as the account was previously closed.

Cable Franchise Deposit – The origin of cable franchise deposit is still undetermined. Treasurer Chand had contacted the accountant for details, but no answer has been given. Treasurer Southard will contact the accountant for details regarding the origin of the cable franchise deposit. Tabled for the September meeting.

Sewer Lateral Program – To date, \$8,000 was been deposited with St. Louis County Department of Public Works for the Sewer Lateral Program. Per June 8, 2009 Board of Alderperson minutes \$3,267.29 is yet due for 2007; \$10,643 is due for 2008; and \$3,316.50 is due for 2009. No additional money is to be paid to the St. Louis County Department of Public Works at this time. CLP managing the Sewer Lateral Program will be discussed at the September meeting.

Capitalization Forms - Treasurer Southard will ask Ms. Penny Hill, Hochschild, Bloom & Co, if Hochschild will accept the Capital Assets Policy Statement from Village of Twin Oaks. If so, the Capital Assets Policy will need to be adopted by ordinance.

Tax Rate – City Clerk Terrell to contact Rock Hill re procedures for tax rate public hearings. City Clerk Terrell will schedule a public hearing on Monday, August 24, 2009 or Thursday, August 27, 2009, at 7 pm. Communications Commissioner Jonathan Carey-Voris will publish the hearing in the St. Louis Countian and place on the CLP bulletin board. Attorney Martin will draft an ordinance regarding the 2009 Tax Rate prior to the public hearing.

MOPERM (Missouri Public Entity Risk Management Fund) is due October, 2009, for CLP's 2010 Liability and Property coverage. Last year's fee was \$2,075. Tabled.

#### AT&T Settlement Agreement

Alderperson Bryant moved to read Bill #450/Ordinance #424 by title only for the first time. Alderperson Nahnsen seconded and it was unanimously approved. Attorney Martin read Bill #450/Ordinance #424 by title only for the first time.

The AT&T Settlement Agreement is the settlement of the 'landline case'. Wireless telephones were not paying taxes for business done within the cities they were serving. The share of the settlement for Crystal Lake Park is \$6,283. A Motion was made by Alderperson Bryant and seconded by Alderperson Sanders to not contribute funds to the St. Louis Municipal League from this settlement. The Motion was unanimously approved.

### **BILL 450/ORDINANCE 424 AN ORDINANCE APPROVING A SETTLEMENT AGREEMENT WITH AT&T AND ASSIGNING A PERCENTAGE OF THE SETTLEMENT PROCEEDS TO THE ST. LOUIS COUNTY MUNICIPAL LEAGUE**

Alderperson Bryant moved for Bill #450/Ordinance #424 to be read for the second time by title only and to be adopted as Bill #450/Ordinance #424. Alderperson Sanders seconded and the ordinance was unanimously approved. The Alderpersons voted as follows: Alderperson Bryant – aye; Alderperson Nahnsen – aye; Alderperson Sanders - aye. Mayor Taylor then declared Bill #454, Ordinance #428 approved.

#### Park Commissioner

Aldersperson Bryant moved to read Bill #455/Ordinance #429 by title only for the first time. Aldersperson Sanders seconded and it was unanimously approved. Attorney Martin read Bill #455/Ordinance #429 by title only for the first time.

**BILL 455/ORDINANCE 429 - AN ORDINANCE CONFIRMING THE APPOINTMENT OF HOLLY HOLLAND AS PARK COMMISSIONER FOR THE CITY OF CRYSTAL LAKE PARK, MISSOURI, APPROVING COMPENSATION FOR THE OFFICE, AND ESTABLISHING THE TERM OF OFFICE.**

Aldersperson Bryant moved for Bill #455/Ordinance #429 to be read for the second time by title only and to be adopted as Bill #455/Ordinance #429. Aldersperson Sanders seconded and the ordinance was unanimously approved. The Alderspersons voted as follows: Aldersperson Bryant – aye; Aldersperson Nahnsen – aye; Aldersperson Sanders - aye. Mayor Taylor then declared Bill #455, Ordinance #429 approved.

**Park Proposal** – Park Commissioner Holland recommended the Baxter Gardens proposal in the amount of \$3,120.13 to include grading, seeding, removing a tree; 13 cu. Yd. of soil mix, 1700 sq yd. seed, and labor to install, and labor to remove existing lawn and grading. The target date for completion is mid-September. This area of the park will be closed during the picnic. A Motion was made by Aldersperson Bryant and seconded by Aldersperson Nahnsen to approve the proposal from Baxter Gardens in the amount of \$3,120.12. The Motion was unanimously approved.

Kevin Holland will power-wash the park equipment prior to the CLP picnic. Baxter Garden will deliver mulch to the playground at the completion of the above project.

The water hydrants [not fire hydrants] within the park leak and are not operational. Park Commissioner Holland will bring bids to the September meeting for repair of the water hydrants in the park.

Park Commissioner Holland will obtain bids for the removal of dead and dying shrubbery. The Park Commission is committed to planting trees and shrubs within the park as dead trees and shrubbery need to be removed.

**Street Commissioner Jim Cooper**

- A. June/July Report – The major street repairs are complete.
- B. Signage – There was discussion regarding installing two stop signs at Oak and Country Club in order to make this intersection a 4-way stop. The cost is \$1,348 to purchase the signs and \$885 to install. It was suggested the residents of this particular area be polled. Police Commissioner Sood gave a reminder for the adults be mindful of the children in the neighborhood and shared a concern regarding a precedent being set. It was suggested that communication be shared in the spring newsletter regarding watching the children in the streets.
- C. Street Commissioner Cooper to determine the cost of yellow signs reading “Children Playing” to present to the board in September. Building Commissioner Cantwell will send letters to the owners on these corners to remind them of the obscured visibility and the 20’ of sight distance required.
- D. Sinkhole – There is a sinkhole starting at the manhole at 2101 East. Run off from 100’ on East Drive and two gutters are pouring into the rock area and not stopping the erosion. This area needs a storm drain. CLP resident Mary Harris, 2101 East, reported the sinkhole is a

very small one. MSD filled this area in the past which caused tunneling. Per MSD, erosion is causing the problem, not in the manhole; therefore there is no leakage. Per MSD, they do not take care of erosion. Street Commissioner Cooper will contact the Engineering Department to ask for a bid for the cost of installing a storm drain and ask that they share the cost with CLP, if necessary. Ms. Beth Roehm, 2064 Oak and Ms. Patty Boyle Bury, 2052 Oak, Des Peres, reported water from this runoff has eroded their yards. MSD has acknowledged Ms. Roehm's phone call but she has not been able to connect with the engineer for a meeting. Ms. Roehm will ask MSD for an estimate for installing a storm drain. If MSD claims it is too expensive, a request will be made for MSD to share the cost with CLP and Des Peres.

- E. Fire hydrants – The fire hydrants are in need of paint. They are the responsibility of American Water. Street Commissioner Cooper is pursuing having the fire hydrants painted by American Water.

**BILL 448/ORDINANCE 422** - Alderperson Bryant moved to read Bill #448/Ordinance #422 by title only for the first time. Alderperson Sanders seconded and it was unanimously approved. Attorney Martin read Bill #448/Ordinance #422 by title only for the first time.

**BILL 448/ORDINANCE 422 AN ORDINANCE ADOPTING THE 2006 INTERNATIONAL PROPERTY MAINTENANCE CODE, AS AMENDED, AS THE PROPERTY MAINTENANCE CODE OF THE CITY OF CRYSTAL LAKE PARK; ADOPTING THE 2006 INTERNATIONAL RESIDENTIAL CODE, AS AMENDED, AS THE RESIDENTIAL CODE OF THE CITY OF CRYSTAL LAKE PARK; ADOPTING THE 2006 INTERNATIONAL BUILDING CODE; AND AMENDING THE CITY'S MUNICIPAL CODE TO REFLECT SAID CHANGES AND TO ENACT CERTAIN ADDITIONAL CHANGES RELATING TO TECHNICAL CODE AND NUISANCE ENFORCEMENT.**

Alderperson Bryant moved for Bill #448/Ordinance #422 to be read for the second time by title only and to be adopted as Bill #448/Ordinance #422. Alderperson Sanders seconded and the ordinance was unanimously approved. The Alderpersons voted as follows: Alderperson Bryant – aye; Alderperson Nahnsen – aye; Alderperson Sanders - aye. Mayor Taylor then declared Bill #448, Ordinance #422 approved.

**BILL 451/ORDINANCE 425** - Alderperson Sanders moved to read Bill #451/Ordinance #425 by title only for the first time. Alderperson Bryant seconded and it was unanimously approved. Attorney Martin read Bill #451/Ordinance #425 by title only for the first time.

**BILL 451/ORDINANCE 425 AN ORDINANCE OF THE CITY OF CRYSTAL LAKE PARK, MISSOURI ESTABLISHING CONSTRUCTION FEES.**

Alderperson Sanders moved for Bill #451/Ordinance #425 to be read for the second time by title only and to be adopted as Bill #448/Ordinance #422. Alderperson Bryant seconded and the ordinance was unanimously approved.

City Clerk Terrell to correct a typo on Ordinance 425 correcting the Building Permits "\$5.00 for each additional \$1,000 in construction cost."

Alderperson Sanders moved for Bill #451/Ordinance #425 to be read for the third time by title only and to be adopted as Bill #451/Ordinance #425. Alderperson Bryant seconded and the ordinance was unanimously approved. The Alderpersons voted as follows: Alderperson Bryant – aye;

Aldersperson Nahnsen – aye; Aldersperson Sanders - aye. Mayor Taylor then declared Bill #451, Ordinance #425 approved.

**BILL 452/ORDINANCE 426** - Aldersperson Bryant moved to read Bill #452/Ordinance #426 by title only for the first time. Aldersperson Nahnsen seconded and it was unanimously approved. Attorney Martin read Bill #452/Ordinance #426 by title only for the first time.

**BILL 452/ORDINANCE 426 AN ORDINANCE AMENDING TITLE V OF THE MUNICIPAL CODE OF THE CITY OF CRYSTAL LAKE PARK, MISSOURI RELATING TO THE REGULATION OF TEMPORARY EXTERIOR STORAGE UNITS.**

Aldersperson Bryant moved for Bill #452/Ordinance #426 to be read for the second time by title only and to be adopted as Bill #452/Ordinance #426. Aldersperson Sanders seconded and the ordinance was unanimously approved. The Alderspersons voted as follows: Aldersperson Bryant – aye; Aldersperson Nahnsen – aye; Aldersperson Sanders - aye. Mayor Taylor then declared Bill #452, Ordinance #426 approved.

**BILL 453/ORDINANCE 427** is a proposed ordinance raising fees to \$500 for application to the Board of Adjustment. Bill 453 includes the cost of administration of the application, publishing the notice, hiring a court reporter, and paying city staff to attend the meeting. Per Attorney Martin, recommendation has to be made from the Planning and Zoning {P&Z} Commission to the Board of Alderspersons for Bill 453. A Motion was made by Aldersperson Bryant and seconded by Aldersperson Sanders to present Bill 453 to the next Planning and Zoning Commission meeting. The Motion was unanimously approved.

**Building Inspector Report – June/July**

Building Inspector Cantwell summarized his report for June and July.

2115 Grandview – Per Mr. Cantwell’s conversation with Mr. Stefan Cooke, no one is currently living at 2115 Grandview, vegetation will be cleaned up, and he will repair the building’s exterior. CLP has offered an extension of time in order to bring the home into compliance. This length of the extension will depend on Mr. Cooke’s willingness to comply with the agreement made on July 28, 2009.

2158 Oak – A non-conforming fence was on the property prior to the new resident buying the home. The current owner submitted plans to P&Z showing the existing fence on the plot plan as well as the proposed site plans. The plans were approved by P&Z. The current fence is considered a legal non-conforming fence.

Sewer Lateral Program – A balance of over \$17,000 is due St. Louis County Public Works. As the program stands, one resident could use a large amount of the fund. Building Commissioner Cantwell has created a policy for CLP monitoring the sewer later program. Attorney Martin will prepare a sewer lateral program ordinance. Tabled for the September meeting.

Contract with Frontenac regarding Building Inspections – Tabled for the September meeting.

Contract with Veolia – Tabled.

**Police Commissioner Steve Sood**

Police Commissioner Sood thanked everyone for coming together regarding the issues that arise in CLP.

Neighborhood Watch Program – Police Commissioner Sood will report in writing on the progress of the Neighborhood Watch Program at the September meeting.

Police Commissioner Sood encouraged the Board of Alderpersons to reach out to their residents regarding safety issues. Speeding and not stopping at signs continues to be an issue. Police Chief Tom Becker is to ticket residents for speeding and not stopping at stop signs instead of offering warnings.

Police Commissioner Sood will look into Neighborhood Safety Town being offered at the CLP picnic in order for children to learn how to participate in their own safety.

**Communications Update – Jonathan Carey-Voris**

Mr. Carey-Voris submitted a CLP communications summary. The community e-mails have been very effective and appreciated. A CLP newsletter is scheduled to be mailed mid-September. The CLP web page has been updated and the bulletin board now mirrors the web page.

**City Clerk Cathryn Terrell**

City Clerk Terrell reported that Sullivan Publications is in the process of placing the City Codes on the CLP web page and creating a link for the City’s use on the website. Currently, you can access the codes at: <http://codes.sullivanpublications.com/crystallakepark-slp/>

**Vote to Adjourn the Meeting**

There being no further questions or business before the Board, a Motion was made by Alderperson Sanders 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.

**Next Meeting:**

It was announced that the next meeting of the Board was scheduled for Monday, September 14, 2009.

MINUTES RECORDED BY: \_\_\_\_\_  
*City Clerk, Cathryn Terrell*

ATTEST: \_\_\_\_\_  
*Mayor/Presiding Officer, Bonnie Taylor*