

**MINUTES**  
**Of the City of Crystal Lake Park, Missouri**  
**Regular Meeting of the Board of Alderpersons**  
**September 14, 2009**

**Pledge of Allegiance**

**Call to Order/Roll Call**

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

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

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

**Approve Amended Agenda**

Mayor Taylor asked to amend the agenda. Alderperson Larson moved and Alderperson Bryant seconded to approve the amended the September 14, 2009, meeting. The Board unanimously agreed to approve the agenda of for the September 14, 2009, meeting.

**Approval of August 10, 2009, Meeting Minutes**

Alderperson Nahnsen moved and Alderperson Sanders seconded to approve the August 10, 2009, board meeting minutes. The Board unanimously agreed to approve the board meeting minutes of August 10, 2009.

**Approval of August 24, 2009, Public Hearing**

Alderperson Sanders moved and Alderperson Larson seconded to approve the August 24, 2009, Public Hearing minutes. The Board unanimously agreed to approve the Public Hearing minutes of August 24, 2009.

**Old Business**

None.

**Commissioners and Administrators Monthly Reports**

**Treasurer Jane Southard**

**August Treasurer's Report** - The August Financial Report was given by Treasurer Jane Southard. The current balance in the CLP Reliance bank account is \$231,714.11. Treasurer Southard is working with the auditor to correct the \$142 in the U.S. Bank Money Market account as the account was previously closed.

**AT&T Claim** - the claim for the settlement check of \$6,223.83 has been submitted.

**Sewer Lateral Program** – St. Louis County Public Works charges a 10% administrative fee on their sewer lateral program. Of the \$8,000 deposited with Public Works, approximately \$7,272 was deposited into our sewer lateral account.

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Cable Franchise Deposit – Prior to 2004, CLP received \$11,719.09 in funds categorized as ‘cable franchise’. Per Attorney Martin, this is a cable deposit, and since it preceded 2004, it can only be a Charter Cable deposit. It should be considered general revenue. These funds will be moved to revenue.

Capitalization Forms – Attorney Martin reported that draft Bill 459 was sent to the Board of Alderpersons regarding establishment of an investment policy and asset policy for review prior to the October meeting. Alderperson Nahnsen shared that CLP funds are not enough to invest and that keeping the funds in a checking account is currently the best policy.

Monthly Reports on the Website – Mayor Taylor asks for a recommendation from the Treasurer and Board regarding posting the financial reports on the website. A statement will be added to the website and in the next newsletter saying “The Crystal Lake Park budgets and financial reports are available to citizens upon request for minimal administrative fee. The budgets and financial reports are available monthly at the Crystal Lake Park Board of Alderpersons meetings.”

### **Park Commissioner**

Bid for repair of park water hydrants – Park Commissioner Holland received three bids for repair of the water hydrants [not fire hydrants]. Installing an irrigation systems or repairing the hydrants is between approximately \$1,800 and \$6,500. The current park budget remaining is between \$1,700 and \$2,400, depending on the amount of the remaining mowing. The Board of Alderpersons decided to save remaining monies in the park budget until 2010, and possibly use the funds at that time. Park Commissioner Holland will solicit residents on Putter to water after the seeding project for the 2-3 weeks needed, with compensation. The grading will start the week of September 28.

Dead and dying shrubbery - Park Commissioner Holland will obtain bids for the removal of dead and dying shrubbery.

Picnic Tables - A portion of the funds from the 2008 Art in the Park will be used to buy two wooden picnic tables from Ace Hardware for approximately \$149 each. City Clerk Terrell will contact Living Décor in order to trim around the picnic tables in the park.

### **Street Commissioner Jim Cooper**

August Report – Street Commissioner Cooper reported that MSD will be opening the north end of Putter for repair in September in order to put in a new line. There is an MSD hole dug in the street at 2155 East in order to install a new water line and shutoff box. Cooper’s report (as well as a resident’s recent call to the mayor) prompted the Board to re-visit the issue of shut-off boxes being covered over during the last re-paving of streets. This topic had been tabled until the street litigation had been settled. Cooper estimated that the cost to locate a shutoff box is \$1,500. This does not include replacing the box. Cooper said there might be as many as six that were covered over. Alderperson Sanders felt CLP should be responsible for locating and repairing them, even though these boxes might have been originally, and inappropriately, located in the easement. It was Attorney Martin’s opinion that CLP cannot use public money for private purposes. The shutoff boxes should be addressed on an individual basis when a home is built, or when a home is sold and bought. Attorney Martin will confirm that shutoff boxes are the responsibility of the homeowner and should be located in the residents’ yards. Per Building Commissioner Cantwell, locating the shutoff box is not part of the Code process; it’s American Water’s requirement. A new owner will be told the shutoff box needs to be moved if it’s not located on the property, but no

action has been taken by American Water in the past. However, Alderperson Nahnsen mentioned that he was required to move his shutoff box in the Willows.

Signs - Street Commissioner Cooper determined the cost of a sign reading "Children Playing" is \$42 per sign, \$24 per post. A 'No Outlet' sign for East is \$54. Three signs will cost approximately \$300-\$350 including labor. It was raised that, if one area of CLP is covered for these precautions, so will the rest of the neighborhood need to be. It was mentioned that CLP currently has a sign on Country Club saying to go slow due to children playing. The installation of new signs is tabled.

Sinkhole - A plan has been submitted to MSD, regarding the sinkhole starting at 2101 East. It has been recommended by MSD to put two drains at the end of East. Per MSD, the issue is erosion, not invading structures. As it is not a priority for MSD, the project will likely be done within the next year and not sooner. The sinkhole is actually in Des Peres, not in Crystal Lake Park.

Stop signs - The company that painted the stop signs last year is returning to prime and repaint the base of the signs at not cost due to chipping and peeling.

Fire hydrants - Street Commissioner Cooper will follow up with American Water regarding fire hydrants that were not repainted, and fire hydrants repainted poorly.

#### **Communications Update - Jonathan Carey-Voris**

Mr. Carey-Voris submitted a CLP communications summary dated September 14, 2009.

#### **City Planner - Ada Hood**

Design Standards Scope and Schedule Summary - City Planner Hood addressed the Design Standards Scope and Schedule Summary provided. A Design Committee will be selected including 6-8 members. The first workshop will be held to discuss issues with new construction, a draft 'standards' will be prepared by City Planner Hood, a second workshop will be held to present the standards, the standards will then be presented to P&Z, and updated from the P&Z meeting. The draft would then be presented to the Board of Alderpersons including a Public Hearing. A final presentation would be presented to the Board of Alderpersons in January, 2010, for approval. City Planner Hood offers a 'not to exceed' fee of \$2,500. City Planner Hood's time will be supplemented by those on the Design Committee. Alderperson Phillip Bryant and residents Linn Acree, Jim Gehringer, Michael Preis, and Tyler Bussmann have volunteered to serve on the Design Committee. Rita Brinkmann, as chair of P&Z, will audit the workshops. October 10 and October 31 are the dates of the workshops. A Motion was made by Alderperson Sanders and seconded by Alderperson Larson to approve a contract is to be submitted for Design Standards Scope and Schedule Summary by City Planner Hood by letter to include a not to exceed of \$2,500. The Motion was unanimously approved.

Fee Schedule - P&Z made a recommendation to Board of Alderpersons for the Fee Schedule authorizing CLP to recoup fees associated with reviewing zoning applications. Attorney Martin is to prepare an ordinance authorizing CLP to recoup fees associated with reviewing zoning applications. Tabled for the October 12, 2009, the meeting to include a Public Hearing. Attorney Martin is to draft an ordinance eliminating language authorizing P&Z to determine if an application is 'grotesque or unsightly'. Such a determination is in the purview of Architectural Review. Communications Coordinator Jonathan Carey-Voris will place the Notice of the Public Hearing in The Countian and on the CLP Bulletin Board 15 days prior to the meeting.

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**Building Inspector Neil Cantwell**

Sewer Lateral Program – Building Inspector Cantwell presented a suggested administration of lateral sewer permits for CLP. CLP managing this program would control the amount of money residents receive on an as needed basis, would eliminate the 10% administration fee charged by St. Louis County, and would put a cap of 60% of the eligible program costs incurred to repair a defective lateral sewer serving a property [not to exceed \$3,000]. St. Louis County will refund the \$7,200 CLP has contributed, but will not refund the 10% admin fee. There is no discount going with St. Louis County as the work is done by a private contractor. Attorney Martin is to amend Bill 456 regarding the Sewer Lateral Program stating that CLP is not responsible if funds are not available at the time of the request. It will also include the \$50 per home annual fee. This fee will continue to be assessed as part of Personal Property taxes.

Aldersperson Sanders moved to read amended Bill #456/Ordinance #430 by title only for the first time. Aldersperson Larson seconded and it was unanimously approved. Attorney Martin read amended Bill #456/Ordinance #430 by title only for the first time.

**BILL #456 - amended/ORDINANCE #430 AN ORDINANCE TRANSFERRING CONTROL OF THE CITY'S SEWER LATERAL REPAIR PROGRAM FROM ST. LOUIS COUNTY TO THE CITY AND AMENDING CHAPTER 530 OF THE MUNICIPAL CODE WITH REGARD TO THE CITY'S SEWER LATERAL REPAIR PROGRAM.**

Aldersperson Sanders moved for amended Bill #456/Ordinance #430 to be read for the second time by title only and to be adopted as amended Bill #456/Ordinance #430. Aldersperson Nahnsen seconded and the ordinance was unanimously approved. The Alderspersons voted as follows: Aldersperson Bryant – aye; Aldersperson Nahnsen – aye; Aldersperson Larson – aye; Aldersperson Sanders - aye. Mayor Taylor then declared amended Bill #456, Ordinance #430 approved.

Contract with St. Louis County and Frontenac regarding new construction

Aldersperson Sanders moved to read Bill #458/Ordinance #432 by title only for the first time. Aldersperson Larson seconded and it was unanimously approved. Attorney Martin read Bill #458/Ordinance #432 by title only for the first time.

**AN ORDINANCE OF THE CITY OF CRYSTAL LAKE PARK, MISSOURI, APPROVING CONTRACT REVISIONS WITH ST. LOUIS COUNTY AND THE CITY OF FRONTENAC, MISSOURI FOR TECHNICAL CODE ENFORCEMENT SERVICES.**

Aldersperson Bryant moved for Bill #458/Ordinance #432 to be read for the second time by title only and to be adopted as Bill #458/Ordinance #432. Aldersperson Nahnsen seconded and the ordinance was unanimously approved. The Alderspersons voted as follows: Aldersperson Bryant – aye; Aldersperson Nahnsen – aye; Aldersperson Larson – aye; Aldersperson Sanders - aye. Mayor Taylor then declared Bill #458, Ordinance #432 approved.

All remaining technical code enforcement services [i.e., electrical, plumbing, mechanical, and explosives] will continue to be provided by St. Louis County as approved in and through Ordinance #392 and its accompanying contract.

The City shall engage Frontenac to provide such services on an as-needed basis at the rates provided for in said contract. All remaining services noted in and through Ordinance #432 shall remain in full force and effect.

Building Inspector Cantwell will provide copies of Ordinance #432 to the City of St. Louis and Frontenac.

August Report - Building Inspector Cantwell summarized his report for August. 2158 Oak has not received an official occupancy permit. City Clerk Terrell is to contact the City of Frontenac regarding the official occupancy permit for 2158 Oak.

Residential Inspection Form - Building Inspector Cantwell has prepared a residential inspection form stating what would need to be done for residents to bring their home up to code standard. Also on the form are issues regarding trees, grass and safety hazards. This would be a free service.

East-West Gateway Council of Governments Resolution – East-West Gateway has issued Hazard Mitigation Plan resolutions. East-West Gateway is working with the federal government to address emergency situations and/or hazard litigation plans prior to actions occurring. If CLP participates, there are pre-disaster grants available. Participating is a statement of public support of the Hazard Mitigation plan. A Motion was made by Alderperson Bryant and seconded by Alderperson Nahnsen to submit an East-West Gateway Hazard Mitigation Plan resolution. The Motion was approved, although Alderperson Sanders was hesitant without first reading the plan in its entirety.

City of Frontenac City Hall – City Clerk Terrell is looking for a place for CLP meetings and storage during the time the City of Frontenac City Hall is closed for construction.

City Clerk – Per Mayor Taylor, as CLP takes on more responsibilities, CLP needs to consider additional help beyond the part-time City Clerk position.

### **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, October 10, 2009 at Frontenac City Hall.

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

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