

**Minutes of the City of Crystal Lake Park, Missouri  
Regular Meeting of the Board of Alderpersons  
October 12, 2009**

**Pledge of Allegiance**

**Call to Order/Roll Call**

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

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

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

**Approve Amended Agenda**

City Attorney Martin asked to amend the agenda to include consideration of Bills 460 and 461 and stop boxes. Alderperson Sanders moved and Alderperson Larson seconded to approve the amended agenda for the October 12, 2009, meeting. The Board unanimously approved the agenda as amended.

**Approve September 14, 2009, Meeting Minutes**

Alderperson Sanders moved and Alderperson Bryant seconded to approve the September 14, 2009, board meeting minutes. The Board unanimously approved them.

**Old Business**

Alderperson Sanders moved for Bill 459/Ordinance 433 to be read for the first time by title only and to be adopted as Bill 459/Ordinance 433. Alderperson Larson seconded and it was unanimously approved. Attorney Martin read Bill 459/Ordinance 433 by title only for the first time.

**BILL NO. 459/ORDINANCE NO. 433 AN ORDINANCE OF THE CITY OF CRYSTAL LAKE PARK, MISSOURI, AMENDING CHAPTER 130, TAXATION AND FINANCE, BY ADOPTING ONE NEW ARTICLE ESTABLISHING AN INVESTMENT POLICY AND AN ASSET POLICY FOR THE CITY OF CRYSTAL LAKE PARK.**

Attorney Martin noted that this Bill includes two policies requested by the City's Auditor Hochschild, Bloom, and Company, LLP. The Auditor recommended adopting typical policies that smaller cities have adopted. Attorney Martin explained that a few years ago there was a change that required cities to keep track of capital assets such as streets, parks, computers, hardware, etc. He noted that this was formalizing what CLP is already doing.

Alderperson Sanders moved for Bill 459/Ordinance 433 to be read for the second time by title only and to be adopted as Bill 459/Ordinance 433. Alderperson Bryant seconded and the ordinance was unanimously approved. The Alderpersons voted as follows: Alderperson Sanders - aye; Alderperson Larson - aye; Alderperson Bryant - aye. Mayor Taylor then declared Bill 460/Ordinance 434 approved.

**Commissioners and Administrators Monthly Reports**  
**City Planner – Ada Hood**

The City Planner's memo recommending amending the Land Use Regulations with Bills 460 and 461 were included in the Public Hearing held prior to the Board Meeting.

**City Clerk – Cathryn Terrell**

Trash/Recycle contract - City Clerk Terrell summarized the bids for the 2010 trash/recycling contract from Veolia and IESI. IESI's bid was nearly half that of Veolia's for the same services. In addition, IESI does not have a separate charge for recycling and includes pick up of one bulky item per week whereas Veolia charges \$25 per item. City Clerk Terrell noted that IESI does trash pick up in Des Peres and that it is building a green plant which will be open in the coming months. City Clerk Terrell stated that she checked the number of complaints against both companies and that IESI had about half the number of Veolia. She said that the complaints were about the same kinds of problems—mainly missed pickups.

Resident Stefan Cooke (2147 Oak Drive) asked if a termination clause could be added based on performance measures.

City Clerk Terrell will contact cities currently using IESI for recommendations. City Clerk Terrell will request from IESI an option for continuing services in 2011 and for an option to get out of the contract after a year if we are not satisfied with the service. A recommendation will be brought to the November meeting.

Meeting Space - Because the Frontenac City Hall is going to be demolished, the subsequent CLP meetings will be held at The Lodge (105 Des Peres Road, Des Peres, MO 63131). We currently pay \$50 per meeting and The Lodge will cost \$70-\$80. City Clerk Terrell will inquire regarding room availability and cost at the Des Peres City Hall.

Record Storage Space - The records currently stored at no cost at Frontenac City Hall need to be moved. City Clerk Terrell will contact Frontenac City Clerk Leesa Ross and/or Ellisville City Clerk Kate Demeter to see how they handle record storage and retention. Terrell has bids from: Storage Masters in Chesterfield -- \$450 / year--and Public Storage on Barrett Station Road in Ballwin -- \$400 / year, but the location is less accessible. City Clerk Terrell will visit both storage units, make certain neither are in a flood plain, and will report at the November meeting.

**Building Inspector Neil Cantwell**

Reports attached. Building Inspector Cantwell noted that 8 of the 11 Complaints/Code Investigations are now in compliance. The Lomos at 2225 Cleek have submitted plans and are ready to build.

Sewer Lateral Program - In the next couple of weeks plumbers will be coming into the city to give bids for the sewer lateral repair at 11918 Crystal Drive. Bids will be obtained from three St. Louis County licensed plumbers. Mayor Taylor asked if CLP should charge an administration fee for managing the Sewer Lateral Program since it involves the Building Inspector's and Treasurer's time. Attorney Martin noted that Olivette charges an administrative fee. He also asked if there shouldn't be an application fee for these requests.

Stop sign at Bedford & Grandview - A shrub is blocking the view of the stop sign for vehicles traveling east on Bedford Drive. Attorney Martin asked if it is in the right of way or is on the resident's property and Inspector Cantwell said it is probably right on the line. Martin recommended determining where the shrub is. If it's on the resident's property, the City can trim it and bill the resident.

Dead / dying trees at Oak Drive at South Drive - Inspector Cantwell noted that the letter he sent to the residents was returned by the Post Office because the Rock Hill zip code was included in the address by mistake. He sent another letter and left a card at the residence on October 12, 2009.

### **Treasurer - Jane Southard**

September Treasurer's Report - The September Financial Report was given by Treasurer Jane Southard. The current balance in the CLP Reliance bank account is \$221,029.14.

Sewer Lateral - The balance of \$7,272.80 in the Sewer Lateral Bank held by St. Louis Dept. of Public Works has been requested. This amount added to the amount in the General Fund totals \$21,151.80. This amount will be placed in a separate account.

Cable Franchise - the Cable Franchise deposit "liability" of \$11,719.08 has been moved to the General Fund on the Balance Sheet

Preliminary 2010 Budget - Treasurer Southard went through the draft budget line item by line item. She added columns in the spreadsheet for comments & questions for the Auditor and Alderpersons to use.

Mayor Taylor noted three projects she hopes to accomplish in 2010:

1. Paying the FICA withholding tax for the City Clerk and Treasurer's positions (7.5 % of the salary paid). The CLP Auditor recommended that the City pay this for these two positions. The estimated cost to have the auditor administer this would be \$100-\$130 per month. Treasurer Southard will determine if having an updated tax schedule for QuickBooks is a separate charge.
2. Redoing the CLP logo. Mayor Taylor noted that the golf ball logo no longer represents CLP and suggests spending \$500 for a graphic artist to design one that reflects our City today.
3. Revisit the subject of irrigating the Park.

Alderperson Sanders asked if the City has a contingency or reserve fund for emergencies. He recommends having a fund for unexpected expenses beyond that which is currently being held in reserve for street maintenance projects.

Alderperson Bryant asked about the tree program the City used to have. Attorney Martin noted that using City funds for a citywide tree program could be justified as adding to the overall ambiance of the City and the costs for it could be covered under Capital improvements. It would be preferable to have the trees planted at street level rather than in private backyards.

Treasurer Southard noted she will provide a breakdown of the City's Administration costs for the next meeting. The budget will be discussed further in the November Board meeting and there will

be a Public Hearing and vote on it in December. Communications Coordinator Carey-Voris will publish notice of the Public Hearing in the *St. Louis Countian* 15 days in advance.

**Street Commissioner Jim Cooper**

No Report

Mayor Taylor noted that Dale Signs has re-painted the bases of the street signs and stop signs. Dale Signs noted that dog urine is a major contributor to the corrosion. Commissioner Cooper is experiencing difficulty getting MO American Water to repaint the CLP fire hydrants.

**Communications Update – Jonathan Carey-Voris**

Report Attached

**Park Commissioner – Holly Holland**

Report Attached

The grading and turf building project has been postponed because of all the recent rain.

**Police Commissioner – Steve Sood**

No report

**New Business**

**Vote**

Aldersperson Sanders moved for Bill 460/Ordinance 434 to be read for the first time by title only and to be adopted as Bill 460/Ordinance 434. Aldersperson Larson seconded and it was unanimously approved. Attorney Martin read Bill 460/Ordinance 434 by title only for the first time.

**BILL NO. 460/ORDINANCE NO. 434 AN ORDINANCE AMENDING SECTION 410.050 OF THE MUNICIPAL CODE OF THE CITY OF CRYSTAL LAKE PARK, MISSOURI BY REPEALING CERTAIN PROVISIONS RELATING TO AESTHETIC REVIEW BY THE PLANNING AND ZONING COMMISSION AND BY REVISING OTHER SUBSECTIONS THEREOF.**

Aldersperson Bryant moved for Bill 460/Ordinance 434 to be read for the second time by title only and to be adopted as Bill 460/Ordinance 434. Aldersperson Sanders seconded and the ordinance was unanimously approved. The Alderspersons voted as follows: Aldersperson Sanders - aye; Aldersperson Larson - aye; Aldersperson Bryant – aye. Mayor Taylor then declared Bill 460/Ordinance 434 approved.

**Vote**

Aldersperson Larson moved for Bill 461/Ordinance 435 to be read for the first time by title only and to be adopted as Bill 461/Ordinance 435, Aldersperson Sanders seconded and it was unanimously approved. Attorney Martin read Bill 461/Ordinance 435 by title only for the first time.

**BILL NO. 461/ORDINANCE 435 - AMENDING AND ESTABLISHING LAND USE APPLICATION FEES AND DEPOSITS**

Aldersperson Larson moved for Bill 461/Ordinance 435 to be read for the second time by title only and to be adopted as Bill 461/Ordinance 435. Aldersperson Sanders seconded and the ordinance was unanimously approved. The Alderspersons voted as follows: Aldersperson Sanders - aye; Aldersperson Larson - aye; Aldersperson Bryant – aye; Aldersperson. Mayor Taylor then declared Bill 461/Ordinance 435 approved.

Stop Boxes — Attorney Martin stated that stop boxes should always be located on private property. Unfortunately, some developers have put them in the right of way. It is unfortunate that some were covered during the street project, but it is the homeowner’s responsibility to locate and replace them. The remedy is to locate the water line and install a new stop box on the owner’s property.

**Vote to Adjourn the Meeting**

There being no further questions or business before the Board, a Motion was made by Aldersperson Sanders and seconded by Aldersperson 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 was scheduled for Monday, November 9, 2009 at The Lodge 1050 Des Peres Road, Des Peres, MO 63131.

MINUTES RECORDED BY: \_\_\_\_\_  
*Recording Secretary, Jonathan Carey-Voris*

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