

Board Meeting Minutes

The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, January 19, 2006 in the Educational Building of Calvary United Church of Christ, 2501 Hartland Avenue. The meeting was called to order at 7:02 P.M. and opened with the Pledge of Allegiance. Those present were Robert Fitzgerald, Jason Lammert, Jeffrey Weaver and Phillip Burke.

Approval of Prior Month's Minutes:

A motion was made by Robert Fitzgerald and seconded by Jason Lammert to approve the minutes of the December 15, 2005 and December 29, 2005 meetings. The motion carried.

Presentation and Payment of Bills:

Bills in the amount of \$14,258.26 were presented and explained by Phillip Burke using information from Donna McFarland. Warrants 5812 and 5813 (checks 2461 and 2462) were for Jeffery Weaver and Phillip Burke for missed meetings as approved on December 15, 2005. All trustees also received an additional \$25.00 for the special December 29, 2005 meeting. Warrant 5829 (check 2478) is our annual dues for the Missouri Municipal League. Warrant 5832 (check 2481) is for advertising the April 2006 election in the Suburban Journal. Warrant 5835 (check 2483) is a transfer to the sewer lateral account (the sewer lateral transfer is included in the total bills, but is not an expense, and does not technically require a vote by the board). Warrant 5836 (check 2485) is reimbursement to Phillip Burke for paper purchased for the copy machine. Warrant 5838 (check 2487) is for office supplies from Corporate Express. Jason Lammert made the motion to pay the bills totaling \$14,258.26 as presented; Robert Fitzgerald seconded the motion. The motion carried.

Reports of the Chairman and Commissioners:

Written reports were submitted by the Chairman, Treasurer, Building, Street, and Police commissioners. Robert Fitzgerald made the motion to accept the reports; Jason Lammert seconded the motion. The motion carried.

Discussion from the Floor:

Capt Morris reported that he, the School Resource Office, Sgt. Selby, and Chief Milam discussed the removal of the stop signs on Graceland near the school. They suggested that we add "Cross Traffic Does Not Stop" signs on the cross streets if stop signs are removed. Capt. Morris also has articles for the next issue of the Sycamore Leaf. Capt. Morris mentioned there is a senior citizens program that meets at the St. John City Hall that is open to Sycamore Hills' senior residents. He also reported a decline in automobile thefts.

Old Business:

1. **Graceland Sidewalk Project (Phillip)** - The status of the project was discussed. Ryan Klug of Weis Design Group was present.
 - a. The low bid of \$31,736 from N. B. West Contracting was accepted on December 29, 2005.
 - b. The following additional work to be added as addendums to this contract was discussed:
 - i. Remove the small strip of grass and replace with concrete on south side of Graceland Avenue between Oakland and Ashland Avenues.
The board will request the contractor to provide a cost for this then decide during the February meeting whether to accept this modification.
 - ii. Replace uplifted sidewalks that pose a trip hazard on even address side of streets.

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The board will request the contractor to provide a cost for this then decide during the February meeting whether to accept this modification. Phillip Burke will survey, mark, and record the sidewalk hazards on Walton, Oakland, and Ashland. Jason Lammert will do the same on Northland and Hartland.

- iii. Pour a 4 inch thick slab of concrete as support for storage building.
The board will request the contractor to provide a cost for this then decide during the February meeting whether to accept this modification. Phillip Burke will mark 7 x 13 foot (allows 6 inches extra on each side structure) dimensions for the storage building and provide a sketch to the church.
- iv. Remove old sign post concrete to below grade level on Walton Road at Lackland Road.
The board will request the contractor to provide a cost for this then decide during the February meeting whether to accept this modification. Critter Control will be contacted prior to the removal.
- v. Remove Concrete up hill on Walton Road from old front walk to sidewalk. Is this on private or public land?
It was determined that this sidewalk is not on village property.
- vi. Sunken concrete on Graceland Avenue.
Ryan Klug met MSD at this site when they pressure tested the pipe. It was determined that this is not an MSD problem. The board will request the contractor to provide a cost to replace this sunken area with concrete to prevent future settling

There will be a contractors meeting with Weis Design Group, Sycamore Hills, and N. B. West on Thursday January 26 at 3 pm. It is expected that work will start on or about February 20. A short recess was taken while the contract was signed.

2. **Fax (Phillip)** - Status of fax machine.
Jason Lammert purchased a Samsung SCX-4521F three in one unit for \$249.99. Jeffrey Weaver moved to pay Jason Lammert \$249.99 as reimbursement, Robert Fitzgerald seconded the motion. The motion passed
3. **Scanner (Jason)** - Status of scanner purchase.
See above.
4. **Trees (Jason/Jeff/Phillip)** - Status of tree purchase.
Jeffrey Weaver and Jason Lammert have not been able to contact Mr. Scott concerning purchasing trees through him. The spring 2006 Project ReLeaf tree are available until February 10 2006. During the work session the following trees were selected: Linden, Autumn Blaze Maple, and Zelkova.
5. **Stump Removal (Jason)** - Status of collecting bids.
Jason Lammert has obtained 2 bids and 2 additional bids are expected next week.
6. **Village Web Site (Jason)** - Status of creating a web site.
Jason Lammert has completed this task. The invoice will be mailed to our office.
7. **Stop Sign Changes on Graceland (Phillip)** - Continue discussion at next meeting.
This will be continued at the next meeting.

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New Business:

1. **Old Computers (Phillip)** - Permission to recycle two used computer systems. Allow up to \$15 recycle fee per unit.
Jason Lammert will recycle the computers. The hard drives will be removed prior to the recycling.
2. **Old Signage and Hardware (Phillip)** - Permission to recycle unusable old aluminum and steel signs and posts from storage garage.
Phillip Burke will perform this task.
3. **Norton Anti-Virus Update (Phillip)** - Virus scanner needs to be renewed by February 15, 2006. Consider options during work session.
Trend MicroSystems, PC-sillin was selected during the work session for \$49.95. Jeffrey Weaver will order and install.

The motion for adjournment was made by Jeffrey Weaver and seconded by Jason Lammert. The motion carried. Adjournment was at 8:21 pm.

Fred Batcher,
Village Clerk

Board Meeting Minutes

The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, February 16, 2006 in the Educational Building of Calvary United Church of Christ, 2501 Hartland Avenue. The meeting was called to order at 7:03 pm and opened with the Pledge of Allegiance. Those present were Robert Fitzgerald, Donna Fitzgerald, Jeffrey Weaver and Phillip Burke.

Donna McFarland resigned her position of trustee finance commissioner and sewer lateral administration.

Oath of Office:

A motion was made by Robert Fitzgerald and seconded by Phillip Burke to appoint Ms. Carrie Woodrum as a trustee. Ms. Woodrum took the oath of office and was appointed as finance commissioner.

Approval of Prior Month's Minutes:

A motion was made by Robert Fitzgerald and seconded by Phillip Burke to approve the minutes of the January 19, 2006 meeting. The motion carried.

Presentation and Payment of Bills:

Bills in the amount of \$13,979.71 were presented by Donna McFarland. She elaborated on the following warrants (checks):

- 5839 (2488) Reimbursement to Jason Lammert for scanner/fax purchase
- 5853 (2502) Change of ownership at the location of the village garage (same charge/month)
- 5855 (2504) For our web hosting annual fee
- 5857 (2506) Snow removal by the City of St. John
- 5858 (2507) Home inspections by the City of St. John
- 5860 (2509) Advertising for Graceland Avenue sidewalk repairs
- 5861 (2510) \$44.22 for SBC (bill came in after disbursement report printed)

Robert Fitzgerald made the motion to pay the bills totaling \$13,979.71 as presented, Carrie Woodrum seconded the motion. The motion carried.

Reports of the Chairman and Commissioners:

Written reports were submitted by the chairman, the building, police, health, and street commissioners. Robert Fitzgerald made the motion to accept the reports; Carrie Woodrum seconded the motion. The motion carried.

Discussion from the Floor:

Chief Milam reported NIMS (National Incident Management System) training is required for all elected officials and must be completed by September 30, 2006. Both the 100 class and 700 class are available on line.

Mr. Jake Zimmerman was present. He is running for the 83 district representative replacing Barbara Frasier who has reached term limits. Sycamore Hills is in his district.

Old Business:

Note: The agenda was modified to move the stop sign changes from the work session to item 2 under old business.

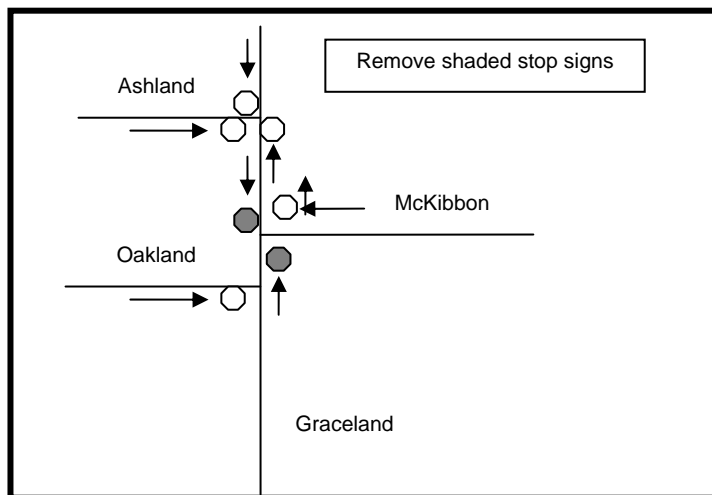
1. **Graceland Sidewalk Project (Phillip)** - The status of the project was discussed. Tom Weis of Weis Design Group was present.
 - a. The low bid of \$31,736 from N. B. West Contracting was accepted on December 29, 2005.

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- b. Bids for additional work to be added as addendums to this contract:
- i. \$2260.00 - Remove small strip of grass (150 feet by 1 foot wide) and replace with concrete on south side of Graceland Avenue between Oakland and Ashland Avenues.
 - ii. \$6345.00 - Replace uplifted sidewalks (47 segments @ \$135.00 each) that pose a trip hazard on even address side of streets.
 - iii. \$862.00 - Pour a 7x13 foot 4 inch thick slab of concrete on 6 inches of rock as support for storage building.
 - iv. \$360.00 - Remove and replace 4x6 section depression in roadway with 8 inches of concrete on south side of Graceland Avenue near Walton Road.

The board discussed the various bids. Tom Weis reported on a permitting dispute with St. Louis County. They are requesting a permit fee of \$416 that has been waived in other municipalities. Tom Weis, Ryan Klug, and Phillip Burke are following up on this. Donna McFarland reported that are per slab cost during the last sidewalk repair project in 1999 was \$117. The additional cost for items i-iv is \$9,827. For items ii-iv the additional cost is \$7,567. Robert Fitzgerald made the motion to accept the bids from items ii-iv totaling \$7,567; Carrie Woodrum seconded the motion. The motion carried. The contractor will start work on February 20, 2006.

2. Stop Sign Changes on Graceland (Phillip) - Requires a modification of Ordinance 387. *The board discussed the various options. It was decided to remove the eastbound and westbound stop signs on Graceland Avenue near McKibbon Road (shaded in diagram below). New signs will be added below the stop signs at McKibbon Road and Oakland Avenue stating "Cross Traffic Does Not Stop". Jim Durham will prepare an ordinance documenting this change for the next meeting.*



New Business:

None.

The motion for adjournment was made by Carrie Woodrum and seconded by Jeffrey Weaver. The motion carried. Adjournment was at 8:23 pm.

Fred Batcher,
Village Clerk

Board Meeting Minutes

The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, March 16, 2006 in the Educational Building of Calvary United Church of Christ, 2501 Hartland Avenue. The meeting was called to order at 7:03 pm and opened with the Pledge of Allegiance. Those present were Robert Fitzgerald, Jason Lammert, Carrie Woodrum, Jeffrey Weaver and Phillip Burke.

Approval of Prior Month's Minutes:

A motion was made by Robert Fitzgerald and seconded by Jason Lammert to approve the minutes of the February 16, 2006 meeting. The motion carried.

Amendment of Agenda:

The agenda was modified as follows:

1. Remove the Oath of Office
2. Correct the address on item 2 under New Business to 2512 Brown Road
3. Add the budget as item 3 under New Business

Presentation and Payment of Bills:

Robert Fitzgerald moved to reimburse Jeffrey Weaver \$39.99 for the purchase of the virus scan update for the village computer. Jason Lammert seconded the motion and it carried.

Bills in the amount of \$11,615.61 were presented by Carrie Woodrum. The following warrants (checks) are included in this month's disbursement:

- 5862 (2511) Board of Election Commissioners deposit for the April 4 2006 election
- 5863 (2512) Overland Hardware for paint for street department use
- 5882 (2531) Jeffrey Weaver for the purchase of the virus scan update

Jason Lammert made the motion to pay the bills as presented, Carrie Woodrum seconded the motion. The motion carried.

Reports of the Chairman and Commissioners:

Written reports were submitted by the chairman, the building, police, health, and street commissioners. Jeffrey Weaver added to his written report about a complaint concerning chickens at 2430 Walton Road. Robert Fitzgerald made the motion to accept the reports; Carrie Woodrum seconded the motion. The motion carried.

Discussion from the Floor:

Mr. Eric Knipsel of 2430 Walton Road was present to ask the board to consider revising Ordinance 83 from 1955 to allow chickens. He has 3 chickens (hens that lay eggs) and keeps them in a secured structure on his property. He noted that according to Ordinance 83 from 1955, pets such as rabbits, fish, reptiles, hamsters are not allowed. Mr. Knipsel also presented ordinances from Webster Groves and St. Louis that allow chickens. The St. Louis ordinance allows no more than 4 pets per household and allows fowl as pets. Webster Groves issues permits valid for 3 years for animals such as chickens. Jim Durham mentioned that approximately 8 years ago Sycamore Hills attempted unsuccessfully to revise this ordinance to set a limit on the total number of pets per household. There were opinions from various board members that we should not change an ordinance for just one person. There was also concern that chickens could present a health problem for residents. At this time no reason to update just for chickens, however, this ordinance probably should be updated for clarity.

Mrs. Sarah Sturgis was present to request a business license for "The Fun House" located at 8900 Midland Boulevard. This business will operate as an artist's studio and will also serve as a warehouse for online sales. Mrs. Sturgis is still waiting for approval from the fire marshal and believes the approval is imminent. She has already received approval from St. Louis County on the improvements that have been made to the electrical, plumbing, heating and air conditioning systems. Later this year she intends to add plumbing to connect external propylene tanks to jewelry torches in the studio. This will require an additional approval from the fire marshal. It was determined that a temporary business license would be

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appropriate until the jewelry torches were added at which time a permanent business license could be issued.

Jason Lammert made a motion to issue a temporary business license through July 31, 2006 to Mrs. Sarah Sturgis to operate "The Fun House" when approval is granted by the fire marshal. Carrie Woodrum seconded the motion. The motion carried.

Valerie Manuele was present from the St. John Police Department and asked if the village had made modifications to any ordinances concerning stop signs along Graceland Avenue. It was noted that an ordinance concerning this would be presented under Old Business.

Old Business:

1. **Graceland Sidewalk Project (Phillip)** - The status of the project was discussed.
 - a. Status of project

Phillip reported that he has been monitoring the construction activities closely and there are just a few open items. Sod laying may begin as early as Saturday. A final walkthrough will occur on Tuesday March 21, 2006 with representatives of Weis Design Group and N.B. West.

2. **Stop Sign Changes on Graceland Ordinance (Phillip Burke)**

Bill Number 417, "An ordinance amending section 4 of ordinance no. 387 of the Village of Sycamore Hills, relating to stop intersections, by removing certain intersections from the regulation thereof" was introduced and read in full. Jeffrey Weaver made the motion to enact Bill Number 417 as Ordinance Number 409 to take affect June 30, 2006. Carrie Woodrum seconded the motion.

The vote on the said motion was as follows:

Voting "Yea"	Voting "Nay"	Trustees Absent
Jeffrey Weaver	None	None
Robert Fitzgerald		
Jason A. Lammert		
Carrie Woodrum		
Phillip Burke		

Thereupon Bill 417 was declared to be duly enacted as ordinance 409.

3. **Storage Shed (Robert Fitzgerald)**
 - a. Purchase and installation

Robert Fitzgerald will make arrangements to procure the storage shed.

New Business:

The agenda was modified to move the budget discussion to the end of new business.

1. **R&R Auto (Robert Fitzgerald)**
 - a. Business license violations

Robert Fitzgerald has received multiple complaints about R&R Auto located at 8621 Lackland Road. They have repeatedly exceeded the 8 car limit per their business license and the operator has not properly disposed of waste in violation of ordinance 311. Robert Fitzgerald will inform R&R Auto of these violations and give them 10 calendar days to comply. If R&R Auto does not comply James Durham will send a letter rescinding their business license.

2. **2512 Brown Road Residence (Jason Lammert)**
 - a. Ordinance violations

James Durham suggested forcing the homeowner to comply with ordinance 225 (building inspection), ordinance 311 (trash), and ordinance 273 (dangerous and dilapidated structure). It was also

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suggested we ask the St. John building inspector for other advice. Jeffrey Weaver and Jason Lammert will take this action.

3. **Budget (Carrie Woodrum)**

- a. Set budget for fiscal year 1 April 2006 through 31 March 2007

A budget was determined (reference appendix A of this report). Carrie Woodrum made a motion to approve the budget for fiscal year April 1, 2006 through March 31, 2007 with income of \$188,656.00 and expenses of \$232,104.00. The motion was seconded by Jeffery Weaver. The motion carried.

The motion for adjournment was made by Carrie Woodrum and seconded by Jeffrey Weaver. The motion carried. Adjournment was at 9:45 pm.

Fred Batcher,
Village Clerk

Work Session Minutes

1. Common Report Format (*Phillip*) - Provide example.

- a. Reports should be complete by midnight Tuesday prior to meeting.
- b. Issues for Police report - can we get electronic copy from St. John?

This was not discussed.

2. Permit Forms (*Phillip*) - Provide example.

An example was presented to board members, but needs further refinement.

3. Village Web site (*Jason*) -

- a. URL is <http://www.villageofsycamorehills.com/>
- b. How do we get started on our web page (login/password)?
- c. What is format of email addresses?
- d. Purchase software to create PDF files for web site.

Jason Lammert will provide the answers to items b and c. There is a low cost (\$60.00) software package available from Tracker Software Inc. that will create PDF files from Microsoft Office products and scanned images. It was also mentioned that there may be free software available to perform limited creation of PDF files although there may be licensing issues.

4. Computer Accessories (*Robert*) -

- a. Purchase a digital camera.

This will need further research to determine an appropriate camera type that would be useful to the village. Some issues are that we do not have a color printer, and if digital images are acceptable as evidence in court proceedings.

5. Incident Management Training (*Phillip*) -

- a. Training is required by all elected officials.
- b. URL is www.training.fema.gov/emiweb
- c. For using the virtual campus refer to <http://training.fema.gov/EMIWeb/downloads/VCHowTo.pdf>
- d. I'm obtaining more information on this subject through the St. Louis County Municipal League.

Carrie has started the training. Courses are number 100 and 700 and a certificate is mailed to show completion of the online course.

6. Code Compliance (*Phillip*) -

- a. We need to be proactive and immediately issue citations when violations are noticed.
- b. Create several generic violation notices for common issues such as:
 - i. trash cans left out
 - ii. trash not put in proper container
 - iii. new resident without occupancy permit
 - iv. compost materials in plastic bags
 - v. grass needs cutting
 - vi. others?

This was not discussed.

Appendix A (Budget)

Income	Apr 1, '05 - Mar 16, 06	Budget	\$ Over Budget	Mar 1, '06 - Feb 28, 07
Building Inspections	250.00	500.00	-250.00	300.00
Building Permits	623.00	275.00	348.00	275.00
Cable Franchise	4,461.96	4,000.00	461.96	4,000.00
Cigarette Tax	2,396.85	2,850.00	-453.15	2,500.00
Court Fines	10,339.63	13,000.00	-2,660.37	12,000.00
Demolition Permits	10.00			
Gasoline Tax	17,353.22	22,500.00	-5,146.78	18,000.00
Interest Revenue	31.08	25.00	6.08	30.00
Interest Revenue-Checking	750.16	400.00	350.16	800.00
Merchants Licenses	380.00	450.00	-70.00	400.00
Miscellaneous	26.98			
Motor Vehicle Sales Tax & Fees	7,350.94	9,000.00	-1,649.06	7,500.00
MSD Grant	0.00	54,900.00	-54,900.00	6,900.00
Block Grant				20,000.00
Occupancy Permits	135.00	300.00	-165.00	225.00
Personal Property Tax	5,231.31	4,700.00	531.31	5,000.00
Railroad Tax	725.89	700.00	25.89	700.00
Real Estate Tax	20,016.78	19,700.00	316.78	18,000.00
Sales Tax	84,366.54	88,000.00	-3,633.46	85,000.00
Sewer Lateral Fees	7,817.04			
AmerenUE Tax	6,932.74	6,300.00	632.74	7,000.00
Utility Tax				
Yard Sale Permits	24.00	26.00	-2.00	26.00
Total Income	169,223.12	227,626.00	-58,402.88	188,656.00

Expenses	Apr 1, '05 - Mar 16, 06	Budget	\$ Over Budget	Mar 1, '06 - Feb 28, 07
Administrative Expenses				
Advertising	540.49	250.00	290.49	650.00
Appointed Officials Expense	5,275.00	5,525.00	-250.00	5,400.00
Bonds & Insurance	2,643.00	2,800.00	-157.00	2,800.00
Dues & Subscriptions	970.99	850.00	120.99	1,000.00
Education	0.00	500.00	-500.00	500.00
Election Expense	440.58	400.00	40.58	500.00
Goodwill	87.88			
Legal Fees & Court Costs	7,200.00	7,200.00	0.00	7,200.00
Miscellaneous	23.02			
Money Market Transfer	71,084.00			
Computer Software and Hardware				1,500.00
Office Equipment	375.99	500.00	-124.01	500.00
Office Expense	498.33	500.00	-1.67	500.00
Office Rental	3,230.00	3,220.00	10.00	3,400.00
Office Supplies	155.00	600.00	-445.00	500.00
Postage	76.08	100.00	-23.92	100.00
Printing	396.41	150.00	246.41	400.00

Appendix A (Budget)

Expenses	Apr 1, '05 - Mar 16, 06	Budget	\$ Over Budget	Mar 1, '06 - Feb 28, 07
Sewer Lateral Fund	7,706.16			
Trustee Expense	6,570.00	6,350.00	220.00	6,245.00
Total Administrative Expenses	107,272.93	28,945.00	78,327.93	31,195.00
Building Expenses				
Building Inspections	-125.00	500.00	-625.00	300.00
Total Building Expenses	1,400.00	2,600.00	-1,200.00	3,800.00
Capital Expenses				
Engineering	1,400.00	2,600.00	-1,200.00	3,800.00
Street Improvement	0.00	37,880.00	-37,880.00	55,000.00
Total Capital Expenses	1,400.00	40,480.00	-39,080.00	58,800.00
Street Expenses				
Garage Rental	300.00	360.00	-60.00	90.00
Maintenance	3,379.68	6,000.00	-2,620.32	5,000.00
Snow Removal	4,455.00	12,000.00	-7,545.00	11,000.00
Storage Shed	60.00	2,000.00	-1,940.00	2,000.00
Street Improvements	2,572.00			
Street Lighting	7,907.64	8,500.00	-592.36	9,000.00
Tree Maintenance	125.00	9,000.00	-8,875.00	6,000.00
Engineering Expense - Other	1,000.00	2,400.00	-1,400.00	2,400.00
Total Engineering Expense	19,799.32	40,260.00	-20,460.68	35,490.00
Health				
Animal Control	6,642.32	4,080.00	2,562.32	4,284.00
Mosquito Control	253.50	650.00	-396.50	650.00
Rat Abatement	1,750.00	1,500.00	250.00	2,500.00
Refuse Collection	56,970.00	64,620.00	-7,650.00	65,880.00
Total Health	65,615.82	70,850.00	-5,234.18	73,314.00
Police Expenses				
Police Services	28,959.78	32,000.00	-3,040.22	33,005.00
Total Police Expenses	28,959.78	32,000.00	-3,040.22	33,005.00
Total Expenses	222,922.85	213,035.00	9,887.85	232,104.00
Net Income	-53,699.73	14,591.00	-68,290.73	-43,448.00

Board Meeting Minutes

The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, April 20, 2006 in the Educational Building of Calvary United Church of Christ, 2501 Hartland Avenue. The meeting was called to order at 7:10 pm and opened with the Pledge of Allegiance. Those present were Robert Fitzgerald, Jason Lammert, Carrie Woodrum, and Phillip Burke.

Oath of Office:

Robert Fitzgerald took the oath of office

Office Appointments:

Refer to the list of Office Appointments in Appendix A.

Amendment of Agenda:

The agenda was modified as follows:

1. The Graceland Avenue project under **Old Business** was moved before **Discussion From The Floor**.
2. The address for Item 4 under **Old Business** was corrected to 2512 Brown Road.

Approval of Prior Month's Minutes:

A motion was made by Robert Fitzgerald and seconded by Jason Lammert to approve the minutes of the March 16, 2006 meeting. The motion carried.

Presentation and Payment of Bills:

Bills in the amount of \$60,129.91 were presented by Carrie Woodrum. The following warrants (checks) are included in this month's disbursement:

- 5883 (2532) Down payment for storage shed
- 5884 (2533) Balance due for storage shed
- 5903 (2552) Final payment for Graceland Avenue sidewalk project
- 5904 (2553) Removal of storm damaged trees
- 5905 (2554) Reimbursement to Phillip Burke for hardware supplies for storage shed
- 5907 (2556) Emergency removal of storm damaged concrete sidewalk

Jason Lammert made the motion to pay the bills as presented. Carrie Woodrum seconded the motion. The motion carried.

Reports of the Chairman and Commissioners:

Written reports were submitted by the building, police, and street commissioners. The Chairman's report was given orally. Robert Fitzgerald made the motion to accept the reports; Carrie Woodrum seconded the motion. The motion carried.

Discussion from the Floor:

Captain Morris discussed the school year ending as a season for parties. There will be zero tolerance of underage drinking. The police department has been for thinking first, not driving while intoxicated during prom and graduation. He also said the St. John Police Department will help with R&R Auto if required. Once the business license is removed inform St. John. Any activity will result in a summons and shut down for the day.

Judy Candela from the St. Louis County Healthy Homes program was present. She discussed her program and how it works with code enforcement and residents to find any healthy and safety issues in home such as gutters, stairs, carbon monoxide, Radon, railings, mold, leaks, and electrical issues. This is a HUD funded program. To qualify the family has to own their home, or be the owner of rental property, have a child under 15 in the residence and meet certain income requirements, First visit hangs a radon test, and also checks for radon. Through the program they are able to provide items such as vacuums, buckets, cleaning items, and allergen free mattress covers.

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Old Business:

1. **Graceland Sidewalk Project (Phillip Burke)**

- a. Report on status of project.

Mike Shillito representing Weis Design Group discussed the project. The only issue is some dead sod that should be replaced under the 30 day warranty. He recommended the contractor be paid in full. We still need to follow up on the CDBG grant money.

2. **Storage Shed (Robert Fitzgerald / Phillip Burke)**

- a. Purchase and installation
- b. Painting
- c. Inventory
- d. Moving Day
- e. Excess unused equipment

The storage shed has been completed. Phillip will work on brackets and shelving, as well as provide notice to the homeowner at the current storage facility. We intend to completely vacate the garage by the end of May. Some of the tools we no longer require may be donated.

3. **R&R Auto (Robert Fitzgerald)**

- a. Report on results from business license violations.

Bob reported that a final warning letter had been written that they must comply to business license requirements by the end of March. They did not comply. Jim has been instructed to rescind business license.

4. **2512 Brown Road Residence (Jason Lammert)**

- a. Report on results from ordinance violations.

Jason has been unable to review the entire residence. It is obvious that the garage is dilapidated. Jason will contact Jim about the correct method to follow, how to include the St. John home inspectors, and how to pay for any assistance provided by St. John. Jeffery and Jason will continue to work this issue.

New Business:

1. **Ordinance (Phillip Burke)**

- a. Adoption of St. Louis County Electrical Code (Bill 418, ordinance 410 if approved).

Bill Number 418 was introduced and read in full. Jason Lammert made the motion to enact Bill Number 418 as Ordinance Number 410. Carrie Woodrum seconded the motion.

The vote on the said motion was as follows:

Voting "Yea"	Voting "Nay"	Trustees Absent
Carrie Woodrum	None	Jeffrey Weaver
Jason A. Lammert		
Robert Fitzgerald		
Phillip Burke		

Thereupon Bill 418 was declared to be duly enacted as ordinance 410.

The motion for adjournment was made by Robert Fitzgerald and seconded by Carrie Woodrum. The motion carried. Adjournment was at 7:58 pm.

Fred Batcher,
Village Clerk

Appendix A (Budget)

Work Session Minutes

1. **Trash renewal contract for the fall (Jeff)**

- a. We need to start working on this now.

Discussion will continue at next meeting. An article about Ferguson was read from the St. Louis County Municipal League newsletter

2. **Application for Permit Form (Phillip) -**

- a. Comments
- b. Should we include items that don't require a permit from anyone (shaded)?
- c. Should we allow cash payments?
- d. Should we design a common permit style?

It was suggested that items not requiring a permit be stated. Cash payment should be allowed. A common permit style would be useful. Permits for building inspection and occupancy should also be added.

3. **Code Violation Form (Phillip) -**

- a. We need to be proactive on problems
- b. Comments
- c. Review form for missing items

The second example with detail was preferred. Add space for trustee initials, number the forms, and start an electronic log for to monitor status.

4. **Common Report Format (Phillip) - Provide example.**

- a. Reports should be complete by midnight Tuesday prior to meeting.
- b. Issues for Police report - can we get electronic copy from St. John?

It was suggested the common report format be available on our web site. We will aim for implementation in June.

5. **Village Web site (Jason) -**

- a. What is format of email addresses?
- b. Purchase software to create PDF files for web site.

email addresses are:

- *chairman@villageofsycamorehills.com*
- *clerk@villageofsycamorehills.com*
- *streetcommissioner@villageofsycamorehills.com*
- *financecommissioner@villageofsycamorehills.com*
- *healthcomissioner@villageofsycamorehills.com*
- *policecommissioner@villageofsycamorehills.com*

Phillip will perform additional research on a PDF like program..

6. **Office furniture layout (Phillip) -**

- a. Assign a common clean desk for trustees to use.
- b. Excess unneeded furniture.
- c. Arrange cabinetry, electronic items to be user friendly.
- d. Refer to proposals.

Proposal number 2 was preferred. It was suggested we excess the old computer desk.

7. **Computer Accessories (Robert) -**

- a. Purchase a digital camera.

We believe a suitable camera would be available for under \$300.

Appendix A (Budget)

Appendix A Office Appointments

Trustees:

Chairman	Phillip Burke
Finance Commissioner	Carrie Woodrum
Health Commissioner	Jeffrey Weaver
Police Commissioner	Robert Fitzgerald
Street Commissioner	Jason Lammert

Appointments:

Clerk	Fred Batcher
Building Commissioner	Jason Lammert
Treasurer/Collector	Carrie Woodrum
Village Marshal	Terry Milam
Sewer Lateral Coordinator	Jason Lammert
Emergency Management Coordinator	Wilma Bales

Zoning Board (3 year terms)

Term Ending 2007	
Term Ending 2008	
Term Ending 2009	

Board of Adjustment (3 year terms)

Term Ending 2007	
Term Ending 2008	
Term Ending 2009	

Human Rights Board (3 year terms)

Term Ending 2007	
Term Ending 2008	
Term Ending 2009	

Board Meeting Minutes

The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, May 18, 2006 in the Educational Building of Calvary United Church of Christ, 2501 Hartland Avenue. The meeting was called to order at 7:12 pm and opened with the Pledge of Allegiance. Those present were Robert Fitzgerald, Jason Lammert, Carrie Woodrum, Jeffrey Weaver, and Phillip Burke. Attorney James Durham was present, Clerk Fred Batchner was excused.

Amendment of Agenda:

The agenda was modified as follows:

1. The address for Item 3 under **Old Business** was corrected to 2512 Brown Road.
2. Oath of Office removed.
3. Moved **Presentation and Payment of Bills** and **Reports of Chairman and Commissioners** to after discussion from floor.

Jeffrey Weaver made the motion to accept the agenda as amended; Carrie Woodrum seconded the motion. The motion carried.

Approval of Prior Month's Minutes:

A motion was made by Robert Fitzgerald and seconded by Jason Lammert to approve the minutes of the April 20, 2006 meeting. Under **New Business** Item 1 text was changed to:

Bill Number 418 was introduced and read in full. Jason Lammert made the motion to enact Bill Number 418 as Ordinance Number 410. Carrie Woodrum seconded the motion.

With this modification the motion carried.

Discussion from the Floor:

Eric Knipsel of 2430 Walton requested the board consider revising its ordinance to allow chickens at residences. None of the neighbors (adjoining properties and across the street) he has spoken with had any issues with his chickens. Mr. Knipsel read Overland Ordinances chapter 215, section 1 that allows chickens. If we create a new ordinance it should address the allowable number of animals and types of animals. Carrie Woodrum motioned to add this discussion to Item 1 under the work session agenda, Jason Lammert seconded the motion. The motion carried.

A 15 minute recess was taken.

Reports of the Chairman and Commissioners:

Written reports were submitted by the building, police, and street commissioners. The treasurer's report was given orally; the balance at St. Johns Bank is \$65,619.97. Carrie Woodrum requested the village to reimburse her for costs associated with attending the upcoming Newly Elected Officials meeting in Jefferson City. The budget already contains a line item for this type of training. Jason Lammert amended his report to add bagworm spraying and that he is trying to find out more information about the TRIM grant. Robert Fitzgerald made the motion to accept the reports; Carrie Woodrum seconded the motion. The motion carried.

Presentation and Payment of Bills:

Carrie Woodrum made a motion to pay Jeffrey Weaver \$25 for the missed April meeting. Robert Fitzgerald seconded the motion. The motion carried. Bills in the amount of \$11,522.88 were presented by Carrie Woodrum. The following warrants (checks) are included in this month's disbursement:

- 5928 (2577) Grimco Inc. for the purchase of street signs (\$122.41).

Robert Fitzgerald made the motion to pay the bills as presented, Jason Lammert seconded the motion. The motion carried.

Old Business:

1. **Storage Shed** (*Robert Fitzgerald / Phillip Burke*)
 - a. Painting
 - b. Inventory

Board Meeting Minutes

- c. Moving Day
- d. Excess unused equipment

The storage shed has been completed. The shed is primed, but will need an external coat of paint within the next few months. Phillip will work on brackets and shelving, as well as provide notice to the homeowner at the current storage facility. We intend to be completely moved by the end of June. Some of the tools we no longer require may be donated.

2. R&R Auto (Robert Fitzgerald)

- a. Report on results from business license violations.

Robert Fitzgerald reported that St. John can enforce violation of business license (8 cars max). A summons was signed and should be served today (May 18, 2006). A court date has been set for June 13, 2006. The City of St. John will represent us at this hearing. As written, our current ordinance allows us to deny a license, but can't rescind. It was suggested to the Board that they take an informal vote if R&R were renewing today. Robert Fitzgerald made the motion "Is it the will of the board to deny the business license for R&R auto for 2007 if they do not comply with current restrictions and maintain compliance." Jeffrey Weaver seconded the motion. All the trustees agreed it would not be renewed.

3. 2512 Brown Road Residence (Jason Lammert)

- a. Report on results from ordinance violations.

Jason Lammert has inspected the exterior of the property. The garage is dilapidated and the house roof is not finished. No trash in the yard except for a brush pile. Jeffrey Weaver can cite the homeowner for the brush. James Durham can order an inspection at any time for homeowner, board, and St. John, then allow 30 or 60 days to correct any violations. The village would pay the \$25 inspection fee. The following process would be followed:

- 1. Under ordinance 273 James Durham would send the homeowner a letter advising him based upon external observation of home and garage, both appear to qualify as dangerous and dilapidated structures and request an internal inspection within 15 days. Jason Lammert would be the point of contact to schedule inspection.*
- 2. If the homeowner does not comply with the request to inspect the interior of the home the village would have the St. John home inspector perform an external inspection.*
- 3. If the homeowner does not comply with any problems reported from the external inspection the village would require owner to demolish.*
- 4. If the homeowner does not comply with the demolition order the village could then demolish the property.*

New Business:

1. Ordinance (Phillip Burke)

- a. Adoption of Contract between AmerenUE and the village for street lighting (Bill 419, ordinance 411 if approved).

Bill Number 419 was introduced and read in full. Carrie made the motion to enact Bill Number 419 as Ordinance Number 411. Jeff seconded the motion.

The vote on the said motion was as follows:

Voting "Yea"	Voting "Nay"	Trustees Absent
Carrie Woodrum	None	
Jason A. Lammert		
Robert Fitzgerald		
Jeffrey Weaver		
Phillip Burke		

Thereupon Bill 419 was declared to be duly enacted as ordinance 411.

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2. **Investment Strategy** (*Carrie Woodrum*)

Our current investments are as follows:

St. Johns bank account (checking) \$65,619.97 (May 2006)

A. G. Edwards (general) \$74,639.09 (April 2006)

99.05% is in a 1 year Discover bank CD earning 5.03% which rolls over on May 24, 2006.

A. G. Edwards (Sewer Lateral) \$31,338.96 (April 2006)

In a money market account earning 4.4%

It was proposed to let the Discover Bank CD roll over and move some additional money from our checking account into this CD. In the future we may want to consider changing the annual \$28 sewer lateral fee to a lower amount since we have a large balance in this account.

The motion for adjournment was made by Robert Fitzgerald and seconded by Jason Lammert. The motion carried. Adjournment was at 8:45 pm.

Fred Batcher,
Village Clerk

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Work Session Minutes

1. Discussion about animal ordinance

- a. *There are 3 levels of regulation*
 - i. *state - kennels (5 dogs or cats or more)*
 - ii. *county - rabies and animal control ordinances (no number or type of animal addressed)*
 - iii. *local*
- b. *Should we add just chickens or address whole ordinance with allowable number and types of animals?*
- c. *Bob mentioned that ordinance 83 was addressed in the 1955. Was this motivated by livestock and the will of the village?*
- d. *If we modify ordinance about chicken then decide allowable max number of chickens and min/max square feet of enclosure,*
- e. *Jason suggested allowing a maximum of 3 chickens, or perhaps limit the total number of animals per backyard area.*
- f. *Carrie would like to keep the ordinance general, don't make it specific.*
- g. *Next month each trustee should be prepared to discuss*

2. Trash renewal contract for the fall (Jeff)

- a. *We need to start working on this now.*
- b. *St. Louis-Jefferson Solid Waste Management District grant availability.*

Jeff will look into the grant.

3. Newsletter and Phone Info Card (Phillip)

- a. *Prepare for June.*

The village wide garage sale will be August 12.

4. TRIM Grant (Jason)

- a. *We need to be proactive on problems*
- b. *Comments*
- c. *Review form for missing items*

Jason will try to get more information concerning the TRIM grant and contact the arborist. It is unlikely we will be able to request any grant money for this year.

5. Office furniture layout (Phillip)

Proposal number 2 was preferred. It was suggested we excess the old computer desk. We will try to pick a Saturday to perform this task.

6. Name Tags (Fred)

- a. *Select a color and style for name tags*
- b. *Do we want a logo?*

Due to Fred's absence this will be discussed at the next meeting.

Board Meeting Minutes

The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, June 15, 2006 in the Educational Building of Calvary United Church of Christ, 2501 Hartland Avenue. The meeting was called to order at 7:16 pm and opened with the Pledge of Allegiance. Those present were Robert Fitzgerald, Jason Lammert, Carrie Woodrum, Jeffrey Weaver, and Phillip Burke. Attorney James Durham and Clerk Fred Batchner were also present.

Oath of Office:

Jeffrey Weaver took the oath of office of trustee and will serve as Health Commissioner.

Amendment of Agenda:

The agenda was modified as follows:

1. Item 4 under the Work Session Agenda will be removed.
2. Add new item 4 under the Work Session Agenda to discuss revising the animal ordinance.

Robert Fitzgerald made the motion to accept the agenda as amended; Jason Lammert seconded the motion. The motion carried with four yea votes and one nay vote.

Approval of Prior Month's Minutes:

A motion was made by Robert Fitzgerald and seconded by Jason Lammert to approve the minutes of the May 18, 2006 meeting. The motion carried unanimously.

Presentation and Payment of Bills:

Bills in the amount of \$12,214.44 were presented by Carrie Woodrum. The following warrants (checks) are included in this month's disbursement:

- 5947 (2596) Reimbursement to Phillip Burke for street and shed hardware. (\$12.87).
- 5948 (2597) Reimbursement to Fred Batchner for new warrant forms (\$19.99).
- 5949 (2598) For Jeff Davis to replace storm damaged sidewalk at 2479 Hartland (\$964.71).

Jason Lammert made a motion to pay the bills as presented, Robert Fitzgerald seconded the motion. The motion carried unanimously.

Reports of the Chairman and Commissioners:

Written reports were submitted by the Chairman, and the building, health, police, and street commissioners. The treasurer's report was given orally; our account balances are:

- St. Johns Bank (checking) \$64,965.35 (June 2006)
- A. G. Edwards (general) \$76,902.90 (June 2006)
- A. G. Edwards (Sewer Lateral) \$20,758.85 (May 2006)

Jason Lammert spoke to his report concerning the sidewalk repair on Hartland. He issued 3 occupancy permits and 2 building permits. He also arranged to have various village trees trimmed and stumps ground out.

Robert Fitzgerald made the motion to accept the reports; Carrie Woodrum seconded the motion. The motion carried unanimously.

Discussion from the Floor:

Sgt. Selby of the St. John Police Department reminded us of several upcoming events. August 1 is national night out and August 4 will be the annual DARE Golf Tournament at Innsbrook Country Club (entry fee \$75). People interested in the neighborhood watch program should contact Sgt. Selby or Corp. Martin.

Sarah Sturgis (proprietor of The Fun House 8900 Midland Blvd.) reported on the progress on her building. She provided a diagram for the addition of a dog pen using some temporary fencing, and also showed the

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fence around the location of the torch gas tanks. She intends to repair the fence at the rear of the property above the retaining wall. Jason Lammert will issue permits for the fencing.

Terry Heil stated that he does not think livestock is appropriate for village and was especially concerned about long term implications for village. He also requested the building commissioner investigate 8607 Graceland for upkeep.

Tom Weis requested that we find out who we advertised with for the last 3-5 years for the various street projects. The CDBG is asking for this information.

Old Business:

1. **Storage Shed** (*Phillip Burke*)
 - a. Remaining Items

Almost all items have been moved from the garage to the shed. Phillip has fabricated and installed several items to make the use of the shed more convenient. Remaining items are miscellaneous tools and the 16 foot barricade cross members that Phillip needs help with. Robert suggested cutting them up and disposing of them. Phillip suggested donating some of the tools to habitat for humanity.

2. **R&R Auto** (*Robert Fitzgerald*)
 - a. Report on results on hearing.

Robert Fitzgerald reported that the hearing will be June 27. If R&R continues to do business in violation of their license we can issue violation every week. Some unlicensed vehicles parked on nearby streets are getting towed. Robert suggested that we contact Overland about parking regulations along Lackland. Phillip will prepare a letter and review with Robert.

3. **2512 Brown Road Residence** (*Jason Lammert*)
 - a. Report on results from ordinance violations.

A letter for the homeowner has been prepared by Jim. Jason needs to decide which approach to follow, however ordinance 225 is probably the best to apply. The owner of this property is Lester E Goetz, Jr.

New Business:

1. **Automatic Payment of Electric and Phone Bills** (*Phillip Burke / Carrie Woodrum*)

There is a problem with bills that come due between meetings. We are looking for a means to make this more convenient. Due to state statutes we cannot use a direct debit system since warrants need to be issued for every bill. Jason will contact AmerenUE to adjust the billing date to the 12th of each month.

2. **Critter Control Pest Contract** (*Jeffrey Weaver*)
 - a. Review contract
 - b. Determine responsibility for contacting

There is no contract with Critter Control. Currently Jeffrey contacts Critter Control with address of homeowner complaining about rats. The first installation of a rat trap at each call is \$99.00. Subsequent trap placement at any address within that billing month is \$19.00. Jason serves as the backup for Jeffrey in his absence.

History for this year:

<i>Jan 2006</i>	<i>\$213</i>
<i>Feb 2006</i>	<i>None</i>
<i>March 2006</i>	<i>\$563</i>
<i>April 2006</i>	<i>None</i>
<i>May 2006</i>	<i>\$194</i>

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Jeffrey will procure work orders for use. He will write out the process for issuing requests to Critter Control, and will add 30 days net. Critter Control will be required to submit every invoice with copy of the work order. Jeffery will give Jim some generic notes to prepare a letter for recognizing an agreement between the village and Critter Control for each party to sign.

3. **Waste Removal Contract** (Jeffrey Weaver)

- a. Request bids
- b. Discuss how to pay for this (tax increase, cut other budgets, etc.)

Jim is concerned about increasing costs of waste removal, especially since it may take a year to get new contract. We also need to consider if another means to pay for this such as a tax increase will be required. Jeffrey will solicit information from waste haulers, Jim can help with this letter.

4. **Lions Club Fair** (Robert Fitzgerald)

- a. August 24-27, 2006

Walton Road, Oakland Avenue and Ashland will be permit parking only. Hangers will be printed by Bob. They will be passed out in conjunction with a newsletter and phone information card.

5. **Home Businesses** (Fred Batcher)

- a. How do we regulate home businesses

There is a concern that some people are operating businesses out of their home. One is 2436 Northland, Reigle tuck pointing. Ordinance 302 is contains occupancy information and should regulate this.

The motion for adjournment was made by Jason Lammert and seconded by Robert Fitzgerald. The motion carried. Adjournment was at 9:24 pm.

Fred Batcher,
Village Clerk

Board Meeting Minutes

Work Session Minutes

1. Newsletter and Phone Info Card (Phillip)

- a. Prepare for July

Issues to include are waste and recycling issues, information about selling and buying homes. Jim will prepare something about waste. Phillip will put together a preliminary copy for review at the next meeting.

2. TRIM Grant (Jason)

- a. Progress on grant request

Jason is investigating this.

3. Office furniture layout (Phillip)

- a. Select a Saturday to rearrange furniture.

This will be decided in the future.

4. Revising the Animal Control Ordinance (Phillip)

- a. Should we revise animal control ordinance?

Current ordinance 83 is from 1955. We have had a request from a constituent to revise this ordinance. Robert thinks law was passed with best intentions and does not believe changes are needed. Jeffery doesn't think we should change the ordinance to meet the desire of one resident. Jason has no opinion. The ordinance will not be revised at this time.

Board Meeting Minutes

The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, July 20, 2006 in the Educational Building of Calvary United Church of Christ, 2501 Hartland Avenue. The meeting was called to order at 7:04 pm. Those present were Robert Fitzgerald, Jason Lammert, Carrie Woodrum, Jeffrey Weaver, and Phillip Burke. Attorney James Durham and Clerk Fred Batcher were excused.

Amendment of Agenda:

The agenda was modified as follows:

1. Removed item 4 under Old Business.

Robert Fitzgerald made the motion to accept the agenda as amended; Jason Lammert seconded the motion. The motion carried unanimously.

Approval of Prior Month's Minutes:

A motion was made by Robert Fitzgerald and seconded by Jason Lammert to approve the minutes of the June 15, 2006 meeting. The motion carried unanimously.

Presentation and Payment of Bills:

Bills in the amount of \$52,077.78 were presented by Carrie Woodrum. The following warrants (checks) are included in this month's disbursement:

- 5968 (2617) The Daniel & Henry Co. for public official bond (\$455.70).
- 5969 (2618) Grimco Inc. for street signs (\$153.08).
- 5970 (2619) Lipic's for Aluminum Badges for Village Officials (\$94.06).
- 5971 (2620) Transfer to A.G. Edwards Money Market Account (\$40,000.00).
- 5972 (2621) Transfer to A.G. Edwards Sewer Lateral Account (\$27.72).
- 5973 (2622) Reimbursement to Carrie Woodrum for the Newly Elected Officials Conference (\$187.70).

Jason Lammert made a motion to pay the bills as presented, Jeffrey Weaver seconded the motion. The motion carried unanimously.

Reports of the Chairman and Commissioners:

Written reports were submitted by the Chairman, and the building, health, police, and street commissioners. Our account balances are:

- St. Johns Bank (Checking) Amount Unavailable (July 2006)
- A. G. Edwards (Money Market) Amount Unavailable (July 2006)
- A. G. Edwards (Sewer Lateral) Amount Unavailable (June 2006)

Robert Fitzgerald made the motion to accept the reports; Carrie Woodrum seconded the motion. The motion carried unanimously.

Discussion from the Floor:

There was no discussion from the floor.

Old Business:

1. **R&R Auto (Robert Fitzgerald)**
 - a. Report on results on hearing.

Robert Fitzgerald reported that the St. John prosecuting attorney has scheduled a jury trial in October 2006. Mr. Richard Tyarks (the owner) and an employee Nathan from R&R were present. Mr. Tyarks reported that the retaining wall is incomplete due to a supplier problem. He has signed a contract for asphalt paving of his parking area. The building remodeling is complete. Mr. Tyarks requested if it would be possible to modify his business license to increase the number of vehicles allowed. The

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board requested that he maintain compliance with the current business license. He may request a change in December when his business license is renewed. Mr. Tyarks also would like to remove the 7'x24' body of his box truck and place it on the ground to use as a storage shed. Jason Lammert will contact Jim Durham to see if this will comply under our ordinances as a storage shed.

2. **2512 Brown Road Residence** (Jason Lammert)

- a. Report on results from ordinance violations.

Jason Lammert sent a letter to the 2512 address outlining the violations, but will also send a letter to the owner's home address. This address can be obtained from the assessor's office and the letter will be send certified return receipt requested.

3. **Waste Removal Contract** (Jeffrey Weaver)

- a. Report on meeting involving multiple municipalities
- b. Status of requesting new bids.

Jeffrey Weaver went to the community collaboration meeting at UMSL. Refer to his written report for data from this meeting. He will request best guess estimates from various waste haulers for a future long term contract.

4. **Home Businesses** (Fred Batcher)

- a. Use of Ordinance 302

This item was removed from the agenda.

5. **Critter Control Pest Contract** (Jeffrey Weaver)

- a. Status of using Work Orders
- b. Is a written contract completed?

Jeffrey Weaver will contact Jim Durham to determine the best way to handle an agreement with Critter Control.

New Business:

1. **Appointment of Deputy Clerk** (Phillip Burke)

Carrie Woodrum made a motion to appoint Joy Drennan as deputy clerk, Robert Fitzgerald seconded the motion. The motion passed unanimously.

2. **Business License** (Phillip Burke)

- a. Temporary extension for The Fun House (8900 Midland)

Jeffrey Weaver made a motion to extend the temporary business license for The Fun House to September 30, 2006. Jason Lammert seconded the motion and it passed unanimously.

3. **Treasurer/Collector Replacement for August 2006** (Carrie Woodrum)

- b. Action plan

Phillip Burke and Carrie Woodrum will arrange to have the checks completed early. The tax rate will be set at the next meeting. Phillip will confer with Jim Durham for the required notices and time period for those notices. Joy Drennan will fax the completed paperwork for the hearing to Jim Durham for review. Jim Durham will prepare the release and send to The Countian.

The motion for adjournment was made by Jason Lammert and seconded by Carrie Woodrum. The motion carried unanimously. Adjournment was at 7:30 pm.

Fred Batcher,
Village Clerk

Board Meeting Minutes

Work Session Minutes

1. Newsletter and Phone Info Card (Phillip)

- a. Prepare for July

A preliminary issue of the newsletter was distributed. Each trustee will make corrections and return to Phillip.

2. AmerenUE bill date change (Jason)

- a. Status

The billing date has been adjusted.

3. Lions Club Fair August 24-27, 2006 (Bob)

- a. Prepare Rear View Mirror Parking Permits
- b. Who will put out barricades and signs?

Bob will prepare the rear view mirror signs. Barricades will be put out by Phillip.

4. Web site (Phillip)

- a. Need login ID and Password

This item was not discussed.

5. Report on Activities (Fred)

- a. Advice for various board members

This item was not discussed.

Board Meeting Minutes

The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, August 17, 2006 in the Educational Building of Calvary United Church of Christ, 2501 Hartland Avenue. The meeting was called to order at 7:06 pm. Those present were Robert Fitzgerald, Jason Lammert, Jeffrey Weaver, and Phillip Burke. Carrie Woodrum was excused. Attorney James Durham and Clerk Fred Batchner were also present.

Amendment of Agenda:

The agenda was modified as follows:

1. Under Old Business, add item 4 "Critter Control".
2. Under New Business, add item 3 "Renewal of Police Contract".
3. Under Work session, add item 7 "Incident Management Training".

Robert Fitzgerald made the motion to accept the agenda as amended; Jeffrey Weaver seconded the motion. The motion carried unanimously.

Tax Rate Hearing:

The tax rate hearing was called to order at 7:08 pm. The 2005 and 2006 tax rates are shown in the table below. Rates are per \$100 assessed valuation. Total revenue will be \$20,194.99.

	Residential	Commercial	Personal Property
2005 General Tax Rate	0.1970	0.2490	0.2530
2005 Health Tax Rate	0.0910	0.1150	0.1180
2005 Total Tax Rate	0.2880	0.3640	0.3710
2006 General Tax Rate	0.2020	0.2610	0.2530
2006 Health Tax Rate	0.0940	0.1210	0.1180
2006 Total Tax Rate	0.2960	0.3820	0.3710

Robert Fitzgerald motioned Bill 420 setting these proposed tax rates. Jason Lammert seconded the motion. Bill 420 was unanimously accepted as Ordinance 412. The tax rate hearing was adjourned at 7:15 pm.

The vote on the said motion was as follows:

Voting "Yea"	Voting "Nay"	Trustees Absent
Jeffrey Weaver	None	Carrie Woodrum
Jason A. Lammert		
Robert Fitzgerald		
Phillip Burke		

Thereupon Bill 420 was declared to be duly enacted as ordinance 412.

The Tax Rate Hearing was adjourned at 7:11 pm.

Approval of Prior Month's Minutes:

A motion was made by Jason Lammert and seconded by Robert Fitzgerald to approve the minutes of the July 20, 2006 meeting. The motion carried unanimously.

Presentation and Payment of Bills:

Bills in the amount of \$52,077.78 were presented by Phillip Burke in the absence of Carrie Woodrum. The following warrants (checks) are included in this month's disbursements:

- 5974 (2623) Petrov Bros. Tree Service for evergreen spraying (\$135.00).
- 5990 (2639) Mayors of Small Cities annual dues (\$50.00).
- 5993 (2642) St. Louis County Municipal League annual dues (\$564.00).
- 5994 (2643) MCCFOA Eastern Division (clerk association) annual dues (\$10.00).
- 5996 (2645) M. Scott, semi-annual bill for lawn service (\$490.00).

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Robert Fitzgerald made a motion to pay the bills as presented, Jeffrey Weaver seconded the motion. The motion carried unanimously.

Reports of the Chairman and Commissioners:

Written reports were submitted by the Chairman, and the Police Commissioner. Health Commissioner Jeffrey Weaver ordered 4 rat abatements, sent a letter to Critter Control concerning our agreement with them, sent letters to receive more trash bids for next year, and investigated complaints from Brown Road residents. Street and Building Commissioner Jason Lammert took care of 2 occupancy permits, 1 building permit, and 1 sewer later request. Jason Lammert made the motion to accept the reports; Jeffrey Weaver seconded the motion. The motion carried unanimously.

Discussion from the Floor:

Captain Morris of the St. John Police Department discussed the police effort during the storms on July 19 and 21. He reported that there were no major crimes in this area while without power after the storms. Several shortfalls were found that need to be addressed. It was difficult to identify senior citizens that are shut-ins. Some suggestions to handle this would be to create a volunteer list that will check these citizens during a natural disaster or homeland security issue, and to promote the dialup database (Are You OK?) which also gives an emergency contact for those individuals. There was also a need for more cooling stations, food, ice, and MREs provided by local government, but each family also needs to be prepared. St. John Police would provide immediate security for our village after a major event such as a tornado until other county, state or federal government help is available.

The School Resource Officers (SRO) for the 2006/2007 school year are:
Ritenour Middle School - Robert Connell (486.8982), also teaches DARE at Marvin Elementary School.
Ritenour High School - Chad Rickers (486-4706)

Old Business:

1. **2512 Brown Road Residence** (*Jason Lammert*)
 - a. Report on results from ordinance violations.

Jason Lammert will send a certified letter to Mr. Goetz's Florissant address before next meeting, then he will contact Jim Durham.

2. **Waste Removal Contract** (*Jeffrey Weaver*)
 - a. Status of requesting new bids.
 - b. Renewal for 2006/2007

Jeffrey Weaver is still working on obtaining new bids for 5 year bids starting in 2007. Robert Fitzgerald made a motion to renew our contract with Waste Management for \$18.55 per home per month (\$5565.00 total per month). Jeffrey Weaver seconded the motion. The motion carried unanimously.

3. **Home Businesses** (*Fred Batcher*)
 - a. Use of Ordinance 302

Fred Batcher reported that several homes appear to be operating businesses, such as 2460 Brown Road (home remodeling) and 2481 Brown Road (DBA Discount Paper Company). Jeffrey Weaver is investigating some of the homes noted using ordinance 311. Ordinance 302 does not apply to these cases. Selling items out of home with door to door hangers is a zoning ordinance violation.

4. **Critter Control** (*Jeffrey Weaver*)
 - a. Notifying Critter Control of modifications with our agreement

We have been billed about \$300 in last 2 months, but Jeffrey Weaver has not requested any treatment. Our current agreement states that after a month baiting the rats are still taking bait, Critter Control will continue for another 30 days. Jeffrey Weaver will use three part job work orders for new services (one copy for their records, one copy to return with invoice, and one copy for village

Board Meeting Minutes

records). Critter Control will invoice us on 3rd Monday of each month, and will include a report on status of each baited location and whether they will continue baiting for another 30 days. This process will be documented for our records.

New Business:

1. **Storm Damage / Tree Removal (Phillip Burke)**
 - a. Status of county removing trees using FEMA money

Phillip Burke has completed and submitted the necessary forms to St. Louis County so they may remove tree debris from the village. Tree debris should be left between the curb and the sidewalk. Phillip has moved the debris to this area for the village owned lot on Lackland Road.

2. **Village Owned Lot on Lackland (Phillip Burke)**
 - a. Dangerous Trees need removal
 - b. Continuing problem of dumping
 - c. Limit access to property
 - d. Post no dumping signs
 - e. Possible sale of property

Jason Lammert suggested putting a park there using some grant money and/or planting beautification programs. Jeffrey Weaver would also like to use it as a park. Another suggestion was to use it as a location for a community garden. This location is really unsuitable as a housing lot due to its location. One possibility might be to see if Critter Control would like to rezone as a business, and also rezone adjacent lot if they purchase the lot. James Durham will investigate if there is a period of ownership required before the village could sell it. Jason Lammert will look into obtaining a park grant and also removing damaged trees on the property.

3. **Renewal of Police Contract (Robert Fitzgerald)**
 - a. for 2006/2007

This is year 5 of our 5 year contract with St. John Police Department. Jeffrey Weaver made a motion to approve the continuation of the police contract with the City of St. John for \$2806.00 per month and animal control service for \$340.00 per month. Jason seconded the motion. The motion passed unanimously.

The motion for adjournment was made by Jason Lammert and seconded by Jeffrey Weaver. The motion carried unanimously. Adjournment was at 8:54 pm.

Fred Batchter,
Village Clerk

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Work Session Minutes

1. Newsletter and Phone Info Card (Phillip)

- a. Distribution schedule

A preliminary issue of the newsletter was distributed. Each trustee will make corrections and return to Phillip. He will inform trustees when newsletter is complete and so they may distribute them with the rear view mirror hangers prior to the Lion's Club Fair in Overland.

2. Web site (Phillip)

- a. Need login ID and Password

Jason will give Phillip the necessary data.

3. General look of community (Phillip)

- a. Pick up trash cans
- b. General condition of housing
- c. Street Cleaning
- d. Paint striping for stop lines and crosswalks

There were two general ideas, go after major violators first, or follow up on minor violations such as grass height, trash cans left out, trash in yards and woodpiles. After much discussion we decided that both ideas are important. Phillip will prepare some simple forms for reoccurring violations. We discussed the option of contracting with St. John to inspect each home and write up violations to improve the general condition of housing. Jason will obtain a few bids from local cities concerning street cleaning. Phillip will contact the Weis Design Group for measurements of our streets so we may prepare accurate bid packages for street cleaning and striping.

4. Storage Shed (Phillip)

- a. Needs exterior painted before winter

Phillip and Bob will determine a mutually agreeable time to paint the shed.

5. Report on Activities (Fred)

- a. Various items

Fred Batcher will arrange for Joy Drennan to get a set of keys to the church and office. Joy and Fred will share phone monitoring duties. It was suggested we modify the message so callers are clear that messages are only checked once daily.

6. Incident Management Training (Phillip)

- a. Trustees need to take IS-700 and ICS-100

The courses are offered on-line at <http://training.fema.gov/EMIweb/IS/>. Completion is required by September 30, 2006.

Board Meeting Minutes

The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, September 21, 2006 in the Educational Building of Calvary United Church of Christ, 2501 Hartland Avenue. The meeting was called to order at 7:03 pm. Those present were Robert Fitzgerald, Jason Lammert, Jeffrey Weaver, and Phillip Burke. Carrie Woodrum was excused. Attorney James Durham and Clerk Fred Batcher were also present. The meeting opened with the Pledge of Allegiance.

Amendment of Agenda:

The agenda was modified as follows:

1. Under New Business, add item 5, "Extension of Business License".

Robert Fitzgerald made the motion to accept the agenda as amended; Carrie Woodrum seconded the motion. The motion carried unanimously.

Approval of Prior Month's Minutes:

A motion was made by Jason Lammert and seconded by Robert Fitzgerald to approve the minutes of the August 17, 2006 meeting. The motion carried unanimously.

Presentation and Payment of Bills:

Bills in the amount of \$12,491.15 were presented by . Carrie Woodrum. The following warrants (checks) are included in this month's disbursement:

- 6013 (2662) American Minority Business Forms for traffic tickets (\$331.17).
- 6015 (2664) Phillip Burke, paint and copying reimbursement (\$98.97).

Jason Lammert made a motion to pay the bills as presented, Jeffrey Weaver seconded the motion. The motion carried unanimously.

Reports of the Chairman and Commissioners:

Written reports were submitted by the Chairman, the Finance Commissioner, and the Police Commissioner. The Health Commissioner, Jeffrey Weaver, presented his report orally. He ordered 8 rat abatements. The new method of invoicing Critter Control is working well. He also has received complaints that AmerenUE subcontractors are not picking up limbs after trimming around wires in the backyard easements. The Street and Building Commissioner, Jason Lammert, presented his report orally. He issued 3 occupancy permits. He is having a problem contacting 2423 Walton about a sewer lateral issue. The Finance Commissioner also added that she is preparing the semi annual report, has received \$18,000 in block grant money, and that our tax rates have received approval from the state auditor.

Robert Fitzgerald made the motion to accept the reports; Jason Lammert seconded the motion. The motion carried unanimously.

Discussion from the Floor:

Captain Morris from the St. John Police Department reiterated his concerns about contacting special needs persons during emergency situation. He suggested that those individuals or their families contact him with emergency contact information. This information would be kept confidential. There were only a few parking issues with the Lion's fair. He also reported that a small spike in auto thefts is occurring with the colder weather when owners leave unattended vehicles while they are warming up. Auto theft prevention Clubs for steering wheels are still available for \$11 from the St. John Police Department. Finally he thanked the Board of Trustees for renewing the police contract.

Anna Zibelski, 2468 Hartland, was present. She has been unable to obtain an occupancy permit. Jason Lammert will address this issue.

Board Meeting Minutes

Old Business:

1. **2512 Brown Road Residence (Jason Lammert)**
 - a. Report on results from ordinance violations.

Jason Lammert sent a certified letter to Mr. Getz's Florissant address. Jason will cite them with assistance of Cathy with St. John Municipal Court. Need to work with Florissant to serve warrant.

2. **Street Projects (Jason Lammert)**
 - a. Status of street sweeping
 - b. Status of line painting

Jason Lammert has received several bids for sweeping. Phillip Burke will work with him to get additional contacts for street sweeping and line painting. Robert Fitzgerald noted that curbs also need to be painted for the streets intersecting with Lackland Road.

New Business:

1. **Mosquito Ordinance (Jeffrey Weaver)**
 - a. Renewal of mosquito control services with county for a period of 5 years. (Bill 421, Ord. 413)

Jeffrey Weaver motioned to adopt Bill 421 for mosquito control services. Carrie Woodrum seconded the motion.

The vote on the said motion was as follows:

Voting "Yea"	Voting "Nay"	Trustees Absent
Jeffrey Weaver	None	None
Robert Fitzgerald		
Carrie Woodrum		
Jason A. Lammert		
Phillip Burke		

Thereupon Bill 421 was declared to be duly enacted as ordinance 413.

2. **AT&T Consortium (Phillip Burke)**
 - a. Enter into a consortium to negotiate with AT&T for video service.

James Durham described the issue. AT&T wants to provide video service using their current network. They tried to obtain a state wide franchise for this service, but only for residents within a certain distance of their signal source. Since this would not provide service to everyone home, but only to selected areas at AT&T's preference, this was defeated at the state level. AT&T has now approached various municipalities in St. Louis County to obtain franchises. The St. Louis County Municipal League is assembling a consortium for all cities to enter to negotiate a reasonable franchise agreement. The village has been offered the opportunity to enter this consortium. The estimated cost for the village would be \$500. Carrie Woodrum motioned that we express interest to enter this consortium, Robert Fitzgerald seconded the motion. The motion carried unanimously

3. **Trees for Village (Jason Lammert)**
 - a. Purchase of street trees.

Jason Lammert will contact Mr. Scott about the availability of trees for fall planting.

4. **Home Inspection and Occupancy Permit Modifications (Jason Lammert)**
 - a. Improve process of communication.

Consider having St. John perform our home inspection in a timely and efficient manner. One issue to determine is how our ordinances for inspection differ from theirs. Phillip Burke will set up a meeting with the St. John city manager to explore an improved method.

5. **Business License (Phillip Burke)**
 - a. Extend temporary business license for The Fun House.

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Robert Fitzgerald made a motion to extend the business license for "The Fun House" through December 31, 2006. Jason Lammert seconded the motion. The motion carried unanimously.

The motion for adjournment was made by Jeffrey Weaver and seconded by Carrie Woodrum. The motion carried unanimously. Adjournment was at 8:01 pm.

Fred Batcher,
Village Clerk

Board Meeting Minutes

Work Session Minutes

1. 2007 Elections (*Fred*)
 - a. Arrange for first day of election filing.

Joy contacted Catherine at the election commission. The first day of filing for election is December 12 at 8am. The Chairman can assign an individual to accept these filings as long as they are certified by the clerk at a later date.

2. Office Procedures (*Fred*)
 - a. Mail
 - b. Faxes
 - c. Bills Warrants by the month, put bills in the folder
 - d. Messages - change message. Joy will change message that they are checked daily. Call log is place.

Incoming mail and faxes will be distributed to the appropriate personnel boxes. Bills needing warrants will be placed in the top black bin. Joy will change the outgoing phone message to state the messages are checked daily, and has created a call log.

3. Incident Management Training (*Phillip*)
 - a. Trustees need to take IS-700 and ICS-100. The courses are offered on-line at <http://training.fema.gov/EMIweb/IS/>. Completion is required by September 30, 2006.

Trustees were reminded that this training needs to be completed.

Board Meeting Minutes

The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, October 19, 2006 in the Educational Building of Calvary United Church of Christ, 2501 Hartland Avenue. The meeting was called to order at 7:08 pm. Those present were Robert Fitzgerald, Carrie Logan, Jason Lammert, and Phillip Burke. Attorney James Durham and Deputy Clerk Joy Drennan were also present. Jeffrey Weaver and Fred Batcher were excused.

Approval of Prior Month's Minutes:

A motion was made by Carrie Logan and seconded by Robert Fitzgerald to approve the minutes of the September 21, 2006 meeting. The motion carried unanimously.

Presentation and Payment of Bills:

Bills in the amount of \$12,548.74 were presented by Carrie Logan. The following warrants (checks) are included in this month's disbursement:

- 6033 (2682) Legal Communications Corp. for advertising the tax rate hearing (\$95.72).
- 6034 (2683) St. Louis County Municipal League for AT&T consortium legal fees (\$500.00).
- 6037 (2686) City of St. John for removal of sign posts (\$110.30).
- 6038 (2687) Deluxe Business Checks and Solutions for new checks (\$105.48).

Jason Lammert made a motion to pay the bills as presented, Carrie Logan seconded the motion. The motion carried unanimously.

Reports of the Chairman and Commissioners:

Reports were submitted by the Chairman and the Commissioners. Street and Building Commissioner Jason Lammert took care of 2 occupancy permits, and 2 sewer later requests.

Our account balances are:

- St. Johns Bank (Checking) \$48,618.39 (October 2006)
- A. G. Edwards (Money Market) \$117,474.48 (October 2006)
- A. G. Edwards (Sewer Lateral) \$29,307.73 (October 2006)

Robert Fitzgerald made the motion to accept the reports; Jason Lammert seconded the motion. The motion carried unanimously.

Discussion from the Floor:

Joy Drennan gave her comments of Missouri Municipal League Meeting in St. Louis. The main topic of discussion was the AT&T consortium and need for legal representation.

Robert Poteet, Inspector for the City of St. John was also present.

Old Business:

1. **2512 Brown Road Residence** (*Jason Lammert*)
 - a. Report on results from ordinance violations.

Jason Lammert has been unable to take further action. There has been no response to the letters sent. It was suggested to have Robert Fitzgerald or St. John court clerk issue citation(s) for the residence. Robert Poteet may be able to help us because he has Sycamore Hills' forms. He also recommended that we enforce all failures, and if required get an administrative search warrant determining the condition of the residence. It is clear that at a minimum the garage needs to be torn down.

2. **AT&T Consortium** (*Phillip Burke*)
 - a. Entered into a consortium to negotiate with AT&T for video service.
 - b. Fee is \$500 for cities under 5,000 in population.
 - c. Fee may be reimbursed by AT&T.

Board Meeting Minutes

Phillip has contacted the St. Louis County Municipal League to include Sycamore Hills in the AT&T consortium. He also has various articles about video services if anyone is interested. The league believes we may request a reimbursement from AT&T for our legal fees.

3. **Trees for Village** (Jason Lammert)
 - a. Types of trees purchased and planting location.

Jason Lammert has list of trees that are available through Mr. Scott. He will contact residents that will be getting trees, and will mark and call the toll free utility marking service for each location. Phillip can provide marking paint.

4. **Home Inspection and Occupancy Permit Modifications** (Phillip Burke)
 - a. Report on discussion with the City of St. John personnel.
 - b. Decision required on next step.

Phillip met with Robert Poteet (Building Inspector), Jim Phillips (Director, Public Works) and Terry Milam (City Administrator) at St. John City Hall. We discussed some synergies between the two municipalities, mostly focusing on building inspection and occupancy permitting.

It was recommended that we adopt by ordinance the IPMC international property maintenance code. This code is updated every 3 years, but changes are minimal. Robert Popeete recommended we adopt the 2000 version of the code.

Home Inspections - There was discussion about turning over the home inspection process to St. John to avoid the complicated and untimely system we currently use. The homeowner could contact St. John directly during business hours, pay the fee to St. John, and arrange the inspection. St. John would submit a monthly report to the village with the status of inspections. They would also follow up on repeat inspections after failures. Proof of ownership including photo ID of owner should be required prior to inspection. The village should obtain inspection forms with our letterhead.

Occupancy Permits - St. John would also be willing to perform this task for our village. Jason has concerns about moving the occupancy permits to St. John, he thinks it is important to have a personal touch. The funding issue also came up. Currently we charge \$25, but many cities are charging \$60 to \$125. The basis of the fee is to help cover the cost of the service. We need to make sure we are timely on inspections as some lenders now require a copy of the occupancy permit. Under ordinance 225 inspections occur on change of occupancy, or at any time requested by the village. The village can request AmerenUE and Missouri American Water to notify us at change of name. There is a fee for this. We should also consider not allowing temporary occupancy permits.

Derelict Homes - There are many homes that need work. Jason as building commissioner can order an inspection under ordinance 273. He can turn that data over to St. John to inspect as dangerous and dilapidated structures.

Any changes to our ordinances will be deliberate and thought through. James Durham will review the 2000 IPMC code as well as the ICC international code council property maintenance code.

Joy had created a form for home inspection. She will fill out the form, receive the payment, and then pass on the information to the city of St. John.

New Business:

1. **NIMS Training** (Phillip Burke)
 - a. Please turn in a copy of your NIMS training certificate for Village files by October 31, 2006.

NIMS training is required so that the village is eligible for federal funds from FEMA. The following trustees have completed training: Phillip Burke, Carrie Logan, Robert Fitzgerald and Deputy Clerk Joy Drennan.

The motion for adjournment was made by Carrie Logan and seconded by Robert Fitzgerald. The motion carried unanimously. Adjournment was at 8:23 pm.

Fred Batchler,
Village Clerk

Board Meeting Minutes

Work Session Minutes

1. Salary Changes (Phillip)

- a. Consider changing salaries of various village employees and board members
- b. Changes must be decided prior to April elections
- c. Consider a salary for deputy clerk
- d. If board concurs, will put as an agenda item in November

The trustees will consider compensation changes of the board members, commissioners, and other village personnel over the next several months, adjusting ordinances as required.

2. Ordinance 87 "Establishing the Official Time of the Village" (Phillip)

- a. Modification required due to change of Daylight Saving Time ☺?

It was noted several ordinances need to be modified.

Board Meeting Minutes

The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, November 16, 2006 in the Educational Building of Calvary United Church of Christ, 2501 Hartland Avenue. The meeting was called to order at 7:08 pm. Those present were Robert Fitzgerald, Jason Lammert, Jeffrey Weaver, and Carrie Logan. Attorney James Durham and Deputy Clerk Joy Drennan were also present. Phillip Burke and Fred Batchner were excused.

Amendment of Agenda:

There were no modifications to the agenda.

Approval of Prior Month's Minutes:

A motion was made by Jason Lammert and seconded by Jeffrey Weaver to approve the minutes of the October 19, 2006 meeting. The motion carried unanimously.

Presentation and Payment of Bills:

Bills in the amount of \$11,712.03 were presented by Carrie Logan. The following warrants (checks) are included in this month's disbursement:

- 6054 (2703) St. Louis County Department of Health for Vector Control services (\$268.00).
- 6055 (2704) Jeffrey Weaver for missed October meeting (\$25.00).

Jeffrey Weaver made a motion to pay the bills as presented, Jason Lammert seconded the motion. The motion carried unanimously.

Reports of the Chairman and Commissioners:

Reports were submitted by the Police Commissioner.

Our account balances are:

- St. Johns Bank (Checking) \$43,386.54 (November 2006)
- A. G. Edwards (Money Market) \$117,645.95 (November 2006)
- A. G. Edwards (Sewer Lateral) \$29,579.06 (November 2006)

Jeffrey Weaver made the motion to accept the reports; Carrie Logan seconded the motion. The motion carried unanimously.

Discussion from the Floor:

The owner of R&R Auto was present and asked to have their 2007 business license modified to increase the number of parking spaces. Discussion ensued. The owner was requested to bring in drawings showing the proposed additional parking spaces at the next board meeting.

Old Business:

1. **2512 Brown Road Residence** (*Jason Lammert*)
 - a. Report on results from ordinance violations.

Due to a family emergency, Jason had to reschedule the meeting with Mr. Robert Poteet.

2. **Trees for Village** (*Jason Lammert*)
 - a. Types of trees purchased and planting location.

The following locations will receive trees: 2405, 2431 Walton, 2492 Brown, 8901 Sycamore Court, 2440, 2468, 2479, 2491 Hartland.

3. **Home Inspection and Occupancy Permit Modifications** (*Phillip Burke*)
 - a. Continued until December 2006.

Mr. Durham requested 3 copies of the property maintenance code handbooks. The board approved the purchase of 3 at \$25 each.

4. **NIMS Training** (*Phillip Burke*)

Board Meeting Minutes

- a. Jason Lammert and Jeffrey Weaver need to turn in a copy of their NIMS training certificates for village records.

Jason Lammert and Jeffrey Weaver will continue to work on their certifications.

New Business:

1. **Election Candidate Filings for the April 3, 2007 General Municipal Elections (Joy Drennan)**
 - a. Election Candidate Filings times for Sycamore Hills will be as follows:
 - i. Opening: December 12, 2006, 8:00 am to 8:30 am.
 - ii. Closing: January 16, 2007, 4:30 pm to 5:00 pm.
 - iii. All other times will be by appointment. Interested candidates need to leave a message at the village office.
 - b. Verify we have coverage for opening of filing on December 12 at 8:00 am.
Tom Drennan will be present for the election filing if Fred Batcher is unable to attend..
 - c. Verify election has been advertised as required.

The Filing dates and times were advertised in The Localite.

The motion for adjournment was made by Carrie Logan and seconded by Jason Lammert. The motion carried unanimously. Adjournment was at 7:45 pm.

Fred Batcher
Village Clerk
Attested by:

Joy Drennan,
Deputy Village Clerk

Board Meeting Minutes

Work Session Minutes

1. **Compensation Changes (*Phillip*)**
 - a. Consider changing compensation of elected officials, commissioners, and other village personnel.
 - b. Changes must be decided prior to April elections
 - c. Consider a salary for deputy clerk

Continued until December 2006.

Board Meeting Minutes

The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, December 21, 2006 in the Educational Building of Calvary United Church of Christ, 2501 Hartland Avenue. The meeting was called to order at 7:07 pm. Those present were Robert Fitzgerald, Jason Lammert, Carrie Logan, and Phillip Burke. Jeffrey Weaver and Clerk Fred Batcher were excused. Attorney James Durham and Deputy Clerk Joy Drennan were also present. The meeting opened with the pledge of allegiance.

Amendment of Agenda:

The agenda was modified as follows:

1. Under New Business, add item 3 "AT&T Video Franchise".
2. Under New Business, add item 4 "Illuminated sign at 8621 Lackland Road".

Robert Fitzgerald made the motion to accept the agenda as amended; Jason Lammert seconded the motion. The motion carried unanimously.

Approval of Prior Month's Minutes:

A motion was made by Jason Lammert and seconded by Robert Fitzgerald to approve the minutes of the November 21, 2006 meeting. The motion carried unanimously.

Presentation and Payment of Bills:

Bills in the amount of \$14,107.28 were presented by Carrie Logan. The following warrants (checks) are included in this month's disbursement:

- 6059 (2709) Robert Fitzgerald receives an extra \$10 for acting as Chairman in November
- 6073 (2723) MOPERM for our annual insurance (\$1933.00).
- 6074 (2724) Localite Shopper for advertising Election Filing (\$50.00).
- 6075 (2725) A.G. Edwards for transfer to Sewer Lateral Fund (\$665.28).
- 6076 (2726) Phillip Burke for missed meeting (\$25.00).

Carrie Logan made a motion to pay the bills as presented, Jason Lammert seconded the motion. The motion carried unanimously.

Reports of the Chairman and Commissioners:

Written reports were submitted by the Chairman, and the Police Commissioner. Street and Building Commissioner Jason Lammert took care of 2 occupancy permits, and 1 sewer later request at 2472 Hartland. Our account balances are:

- St. Johns Bank (Checking) \$64,469.28 (July 2006)
- A. G. Edwards (Money Market) \$117,823.04 (July 2006)
- A. G. Edwards (Sewer Lateral) \$29,579.06 (June 2006)

Carrie Logan made the motion to accept the reports as presented; Robert Fitzgerald seconded the motion. The motion carried unanimously.

Discussion from the Floor:

Corporal Robert Kolberer of the St. John Police Department was present. After the recent power outage Captain Morris would like the village to identify residents that may require transportation or a visit during such situations. It was suggested that we put an article in the Sycamore Leaf to identify these residents.

Old Business:

1. **2512 Brown Road Residence** (*Jason Lammert*)
 - a. Report on results from ordinance violations.

Jason Lammert met with Robert Poteet to take photographs documenting violations. A court filing with this evidence is being prepared.

Board Meeting Minutes

2. Trees for Village (*Jason Lammert*)

- a. Status of tree planting.

The trees are on schedule for planting in the spring. Locations have been identified.

3. Home Inspection and Occupancy Permit Modifications (*Phillip Burke*)

- a. Continued until January 2007

4. NIMS Training (*Phillip Burke*)

- a. Jason Lammert and Jeffrey Weaver need to turn in a copy of their NIMS training certificates for village records.

Jason and Jeffrey continue to work on their training.

New Business:

1. Storm Cleanup (*Jason Lammert / Jeff Weaver*)

- a. SEMA documentation has been submitted
- b. Need to have remaining debris removed
 - i. Contact homeowners with debris in yards with correct information for removal by Waste Management
 - ii. Contract with tree company for removal
 - iii. Contract with St. John Public Works for removal
- c. Contact AmerenUE to see if they have a program for tree removal on East side of Walton Road under electric wires.

Phillip Burke has submitted the paperwork to the State, however, it is unlikely there will be state or federal funds made available. Jason Lammert arranged to have trees blocking the village streets immediately removed after the storm. It was suggested that the village contact the homeowners with remaining debris to let them know it is their responsibility, either with a private contractor or prepared for the Wednesday compost pickup. Phillip will contact AmerenUE about their tree removal and planting program.

2. 2007 Business Licenses (*Phillip Burke*)

- a. Approval of business licenses
- b. Modification of number of allowed parked vehicles for R&R
- c. Critter Control receives two licenses, one for each address
- d. The Fun House requests a 3 month temporary business license until all inspections pass

Company	Type of Business	Address	City, State	Fee	Restrictions
Schwan Home Service, Inc.	Food Delivery	115 West College Drive	Marshall, MN	\$15.00	None.
Sharon McMillen, dba Happy Time Ice Cream	Sales	2480 Oakland Avenue	Sycamore Hills, MO	\$15.00	None.
Len's Auto Repair	Auto Repair	8701 Lackland Road	Sycamore Hills, MO	\$50.00	1. Auto repair but no body work.
Susan Kenny, dba Hollyhocks Flowers and Gifts, Inc.	Flowers and Gifts	8909 Lackland Road	Sycamore Hills, MO	\$50.00	None.
Bearden Violin Shop, Inc.	Instrument Repair	8787 Lackland Road	Sycamore Hills, MO	\$50.00	None.
Troy Patterson, dba T.J.'s Delivery Service	Delivery Service	8907 Lackland Road	Sycamore Hills, MO	\$50.00	None.
Critter Control of St. Louis	Pest Control Services	8625 Lackland Road	Sycamore Hills, MO	\$50.00	1. Dead or destroyed animals to be frozen and not disposed of until the morning of trash pickup.
Critter Control of St. Louis	Pest Control Services	8601 Lackland Road	Sycamore Hills, MO	\$0.00	1. Dead or destroyed animals to be frozen and not disposed of until the morning of trash pickup.
R and R Auto	Auto Repair	8621 Lackland Road	Sycamore Hills, MO	\$50.00	1. No retail auto sales on premises, 2. No more than thirteen (13) vehicles stored or parked overnight on the exterior of the premises. 3. Box truck or non-mobile storage facility to be located on the west side of the building
The Fun House	Art Studio	8900 Midland Boulevard	Sycamore Hills, MO	\$50.00	1. No jewelry torch operations

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The owner of R&R Auto was present and asked to have their 2007 business license modified to increase the number of parking spaces. They provided drawings with measurements of proposed parking locations, as well as photos documenting cars parked in those locations. Discussion ensued. The compromise reached is listed in the table above. Robert Fitzgerald made a motion to approve the business licenses. Jason Lammert seconded the motion. The motion passed unanimously.

3. AT&T Video Franchise (Phillip Burke)

- a. Discussion of upcoming hearing

A public hearing will be conducted on January 18, 2007 at 7 pm to discuss the AT&T request for a video franchise. An ordinance will be prepared to allow for this franchise. The public hearing will be advertised 15 days prior to the meeting.

4. Illuminated Sign at 8621 Lackland Road (Phillip Burke)

- a. The sign violates ordinance

The owner has been contacted and will remove the sign.

The motion for adjournment was made by Carrie Logan and seconded by Jason Lammert. The motion carried unanimously. Adjournment was at 7:48 pm.

Fred Batcher
Village Clerk

Attested by:

Joy Drennan,
Deputy Village Clerk

Board Meeting Minutes

Work Session Minutes

1. Compensation Changes (Phillip)

- a. Current Compensation was set in 1995.

Position	Reference	Current	Proposed
Trustee Meeting Attendance	Ord. 325 Sect. 2	\$25.00	\$25.00
Trustee	Ord. 325 Sect. 4	\$75.00	\$110.00
Chairperson	Ord. 325 Sect. 4	\$85.00	\$175.00
Clerk	Ord. 325 Sect. 6	\$200.00	\$200.00
Treasurer/Collector	Ord. 325 Sect. 7	\$125.00	\$175.00
Marshal	Ord. 325 Sect. 8	\$125.00	\$0
Building Commissioner	Ord. 325 Sect. 9	\$125.00	\$125.00
Deputy Clerk		-	\$200.00
Attorney		\$600.00	\$700.00

- b. All changes to compensation for trustees would become effective after April elections.

The proposed values were reached after discussion. The board intends to start compensating the deputy clerk in January; however a budget change will be required. Jim will prepare a new ordinance reflecting these values. All other changes become effective after the April elections.

2. Consider terminating Animal Control Services (Phillip)

- a. Currently \$340.00 per month
 b. Contract with St. John for monitoring for dumpsters, storage units, trash cans not removed, and other quality of village life issues.

The board does not believe the animal control services offer a value for the city. Review of the November statistics showed 4.15 hours of patrol time. This will be put to a vote at the January meeting. Phillip will contact St. John about a proposal to monitor some of the other issues above.

3. Number of homes for Waste Management (Jeff)

- a. We are charged for 300 homes, is this accurate?
 b. Status of bid request letters from other companies.
 c. What companies have been contacted?

Continued until January 2007.

4. Last day to file for election is January 16 at 5pm. (Phillip)

- a. Candidates need to contact Joy Drennan to set up an appointment to file.

Jason Lammert and Carrie Logan both intend to run in April and will arrange with Joy to file.