

The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, January 17, 2008 in the Educational Building of Calvary United Church of Christ, 2501 Hartland Avenue. The meeting was called to order at 7:00 pm. Trustees present were Police Commissioner Robert Fitzgerald, Health Commissioner Kevin Liebig, Street Commissioner Tom Drennan, and Chairman Phillip Burke. Clerk Joy Drennan and Attorney James Durham were also present. Finance Commissioner Carrie Logan was excused. The meeting opened with the Pledge of Allegiance.

**Amendment of Agenda:**

There were no amendments to the agenda.

**Approval of Prior Month's Minutes:**

A motion was made by Tom Drennan and seconded by Kevin Liebig to approve the minutes of the December 20, 2007 meeting. The motion carried unanimously.

**Presentation and Payment of Bills:**

Bills in the amount of \$37,537.46 were presented by Treasurer Joy Drennan. The following warrants (checks) are included in this month's disbursement:

- 6320 (2965) Missouri Municipal League Annual Dues (\$293.15)
- 6323 (2968) Scott Landscaping Service for fall lawn service (\$225.00)
- 6324 (2969) Suburban Journals for election advertising (\$110.16)
- 6326 (2971) Southern Ditching for Sidewalk Improvement (\$938.15)

Robert Fitzgerald made a motion to pay the bills as presented; Kevin Liebig seconded the motion. The motion carried unanimously.

**Reports of the Chairman and Commissioners:**

Reports were submitted by the Chairman and the Commissioners and are attached as Appendix A.

Kevin Liebig made a motion to accept the reports as presented; Tom Drennan seconded the motion. The motion carried unanimously.

**Discussion from the Floor:**

Capt. Morris of the St. John Police Department discussed the possibility of a red light camera at Brown and Midland. ATS is the current vendor for the city of St. John. ATS will conduct a study to see if there is a problem. The fine structure for St. John is \$100 violation of which \$30 goes to ATS. If there is not enough traffic to warrant the cameras there is a monthly charge of about \$4000. There may not be enough traffic at our intersection. There was also a report of copper theft at one house in our village. Neighbors need to be vigilant, especially for homes that are empty or for sale. The village will provide St. John with a list of known vacant homes.

**Old Business:**

1. **Code Enforcement** (*Tom Drennan*)
  - a. Report on 2512 Brown Road.

*Roofing should be done in the next month as well as tree removal. Housing re-inspection has been ordered.*

2. **2007 Sidewalk Project** (*Phillip Burke*)
  - a. Status and discussion of sidewalk project.

*All the concrete work is complete. Landscaping will be finished when the weather is warmer. A few problems were noted by the civil engineer and the contractor has been notified. Investigation is continuing for the new street lighting.*

3. **Storm Sewer Inlets** (*Phillip Burke*)
  - a. Replacement of damaged storm sewer inlets.

*The storm sewer bid from our contractor came in above \$6,000. Phillip is drafting a letter to the city of St. John Public Works reducing the scope of inlets replaced but adding pothole repair.*

**New Business:**

**There was no new business**

The motion for adjournment was made by Kevin Liebig with a second by Tom Drennan. The motion carried unanimously. Adjournment was at 7:42 pm.

Attested by:

Joy Porter Drennan  
Village Clerk

**Work Session Minutes**

**1. Project List**

- a. Newsletter
- b. info cards
- c. St. John code enforcement
- d. Long term street
- e. Fred Batcher Way

*These items will be addressed during the year.*

**Chairman - Phillip Burke**

1. Followed progress of sidewalk improvement and replacement for 2007.
  - a. All concrete work is complete.
  - b. Met with Mike Shillito on January 4 to review contractors work. Anomalies were found and Mr. Shillito contacted the contractors requesting corrective action.
  - c. Inspected completed areas and worked with M. Shillito to correct areas of deficiency.
  - d. Continued work on lighting designs.
  - e. Landscaping will be finished when weather improves.
2. Met with Department of Conservation Arborist on January 9 to review tree trimming. Some anomalies were found and we will request the tree company to correct.
3. Cleaned leaf debris from parts of Walton and Graceland.
4. Installed No Parking sign near school parking lot.
5. Requested two proposals for future municipal attorneys.

**Finance Commissioner – Carrie Logan**

Account Balances:

- St. Johns Bank (Checking) \$ 115,314.35 December 2007
- A. G. Edwards (Money Market) \$ 125,003.79 December 2007
- A. G. Edwards (Sewer Lateral) \$ 29,548.10 December 2007
- P/L statement year to date: Revenue \$162,938.64 Expenses \$ 144,023.29

**Street Commissioner – Tom Drennan**

1. 12/24/2007- cleaned sewer grates
2. 01/09/2008 –inspected complaint of large hole at 2483 Northland. Cone placed around hole
3. 01/09/2008 – spoke with resident regarding water drainage problem at 2452 Hartland

**Building Commissioner – Tom Drennan**

1. Monitored progress at 2512 Brown Rd. Faxed re-inspection request to St. John PW. Spoke with owner on several occasions. Provided owner with investors looking for property. Owner is to have bid for tree removal by Thursday, January 17, 2008. Owner is to report all items completed.
2. Assisted the health commissioner in placing recycle stickers on totes.
3. Updated vacant homes list and homes listed “for sale”.

**Sewer Lateral Administrator – Tom Drennan**

1. None reported

**Police Commissioner – Robert Fitzgerald**

Police Report Summary	Reporting Period:
Contact Patrol	129 hours
Time at call site	8.5 hours
Tickets issued	11
Payments received	\$ 945.50

**Health Commissioner – Kevin Liebig**

1. Stickered recycle totes as needed.
2. Ed Brown has no intention of removing items on porch. No fire hazard noted.
3. Contacted MSD regarding blocked inlet at 2500 Brown Road.
4. Resolved trash problem at 2475 Oakland – 12/31/2007

**Rodent Poison Requested:**

Date	Address	Name(s)
NONE		

**Health Code Inspections:**

<b>Date Reported</b>	<b>Name &amp; Address / Violation</b>	<b>Date &amp; Action Taken</b>	<b>Date of Follow-up</b>	<b>Resolution / Actions</b>
10/15/2007	2512 Brown Road	10/15/2007-letter sent via certified mail.	1/17/08	See building comm. report
12/12/2007	2475 Oakland – moved out and trash left on street	12/12/2007-verified the complaint 12/13/2007-called Allied. 12/17/2007-most trash removed, mattress remains		

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The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, February 21, 2008 in the Educational Building of Calvary United Church of Christ, 2501 Hartland Avenue. The meeting was called to order at 7:04 pm. Trustees present were Police Commissioner Robert Fitzgerald, Health Commissioner Kevin Liebig, Street Commissioner Tom Drennan, and Chairman Phillip Burke. Clerk Joy Drennan was also present. Finance Commissioner Carrie Logan was excused. The meeting opened with the Pledge of Allegiance.

**Moment of Silence for the City of Kirkwood:**

A moment of silence was observed for the City of Kirkwood.

**Amendment of Agenda:**

The agenda was modified to remove the presentation by AmerenUE.

**Approval of Prior Month's Minutes:**

A motion was made by Robert Fitzgerald and seconded by Tom Drennan to approve the minutes of the January 17, 2008 meeting. The motion carried unanimously.

**Presentation and Payment of Bills:**

Bills in the amount of \$11,514.88 were presented by Treasurer Joy Drennan. The following warrants (checks) are included in this month's disbursement:

- 6339 (2983) Lipic's Recognition for new trustee badge (\$25.47)
- 6343 (2987) Phillip Burke for computer virus scanner software (\$59.99)

Tom Drennan made a motion to pay the bills as presented; Kevin Liebig seconded the motion. The motion carried unanimously.

**Reports of the Chairman and Commissioners:**

Reports were submitted by the Chairman and the Commissioners and are attached as Appendix A.

Kevin Liebig discussed the problem of homeowners using their recycling container for garbage. Allied Waste will be requested to empty the garbage then remove the recycling container.

Robert Fitzgerald made a motion to accept the reports as presented; Kevin Liebig seconded the motion. The motion carried unanimously.

**Discussion from the Floor:**

Capt. Morris of the St. John Police Department will see that the snow removal bill will be available prior to our March meeting. The concerns about building inspections will be forwarded to Jim Phillips. R&R auto is being observed by the police department because there have been a few violations of their business license. The theft of copper piping continues to be a problem in the St. Louis area so residents should be especially vigilant near empty homes.

**Business:**

1. **Code Enforcement** (*Tom Drennan*)
  - a. Report on 2512 Brown Road.

*Roofing contract has been signed and will commence when weather improves. The fallen tree was removed from garage and leaves have been picked up. A housing re-inspection has been ordered.*

2. **2007 Sidewalk Project** (*Phillip Burke*)

- a. Status and discussion of sidewalk project.

*The last piece of concrete was poured near the school monument. Landscaping will be finished when the weather is warmer. CDBG will pay contractor directly once all the paperwork between the contractor and engineering company is complete..*

**New Business:**

1. **Selection of Village Attorney** (*Phillip Burke*)

*The proposals were reviewed and narrowed down to two firms. Phillip Burke will send a letter to request revised bids for a monthly retainer to include one trustee meeting per month, up to one hour of phone consultation by the chairman or the clerk, and up to one hour of legal work. Individual*

*appointments will be made to interview the two candidates immediately prior to the March trustee meeting.*

The motion for adjournment was made by Kevin Liebig with a second by Tom Drennan. The motion carried unanimously. Adjournment was at 7:45 pm.

Attested by:

Joy Porter Drennan  
Village Clerk

### Chairman - Phillip Burke

1. Attended St. Louis County Municipal League meeting on January 24<sup>th</sup> in Creve Coeur.
2. Continued researching vendors for street lighting.
3. Cleaned storm drains.

### Finance Commissioner – Carrie Logan

Account Balances:

- St. Johns Bank (Checking) \$ 125,592.69 January 2008
- A. G. Edwards (Money Market) \$ 125,356.62 January 2008
- A. G. Edwards (Sewer Lateral) \$ 29,548.10 January 2008
- P/L statement year to date: Revenue \$ 180,581.76 Expenses \$ 168,973.79

### Street Commissioner – Tom Drennan

1. Spoke with resident on Brown Road re: parking across sidewalk and blocking egress.
2. 1/31/2008-checked and cleaned storm drains after snowstorm.
3. 2/5/2008– cleaned storm drains during storms, Hartland flooded.
4. 2/8/2008-cleaned storm drains after storms.
5. 2/14/2008-cleaned gutters on Hartland.

### Building Commissioner – Tom Drennan

1. 2/14/2008 -Monitored progress at 2512 Brown Rd.
2. 2/18/2008 - Assisted health commissioner in placing recycle stickers on toters.
3. Updated vacant homes list and homes listed “for sale”
4. Spoke (x2) with potential buyer of 2436 Brown Road regarding inspections. Faxed inspection report.

### Sewer Lateral Administrator – Tom Drennan

1. None reported

### Police Commissioner – Robert Fitzgerald

Police Report Summary	Reporting Period:
Contract Patrol	115 hours
Time at call site	21.5 hours
Tickets issued	13
Payments received	\$ 1,088.00

### Health Commissioner – Kevin Liebig

1. Stickered recycle toters as needed.
2. Monitoring use of recycle toters. Several residences using recycle toter for trash. Stickers have been replaced and letters sent to homes violating the proper use of toter.

**Rodent Poison Requested:**

Date	Address	Name(s)
NONE		

**Health Code Inspections:**

Date Reported	Name & Address / Violation	Date & Action Taken	Date of Follow-up	Resolution / Actions
10/15/2007	2512 Brown Road	10/15/2007-letter sent via certified mail.	1/17/08	See building comm. report

The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, March 20, 2008 in the Educational Building of Calvary United Church of Christ, 2501 Hartland Avenue. The meeting was called to order at 7:04 pm. Trustees present were Police Commissioner Robert Fitzgerald, Health Commissioner Kevin Liebig, Street Commissioner Tom Drennan, Finance Commissioner Carrie Logan, and Chairman Phillip Burke. Clerk Joy Drennan was 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 2 "Police Contract".

Robert Fitzgerald motioned to modify the agenda and Carrie Logan provided a second. The motion carried unanimously.

### **Approval of Prior Month's Minutes:**

A motion was made by Carrie Logan and seconded by Tom Drennan to approve the minutes of the February 21, 2008 meeting. The motion carried unanimously.

### **Presentation and Payment of Bills:**

Bills in the amount of \$30,306.81 were presented by Treasurer Joy Drennan. The following warrants (checks) are included in this month's disbursement:

- 6328 (2988) Board of Election commissioners (\$317.60)
- 6335 (2994) City of St. John for snow plowing (\$15,390.00)
- 6344 (3000) Southern Ditching & Excavation for final invoice of sidewalk project (\$3,426.25)

Robert Fitzgerald made a motion to pay the bills as presented; Kevin Liebig seconded the motion. The motion carried unanimously.

### **Reports of the Chairman and Commissioners:**

Reports were submitted by the Chairman and the Commissioners and are attached as Appendix A. Robert Fitzgerald mentioned that St. John was unable to provide a police report for the month. Carrie Logan made a motion to accept the reports as presented; Tom Drennan seconded the motion. The motion carried unanimously.

### **Discussion from the Floor:**

None.

### **AmerenUE:**

A spokesperson from AmerenUE provided details on their tree removal program on city right of ways. There are approximately 9 trees on Walton Road that interfere with transmission lines. Most of the removed trees are chipped, larger diameter limbs are cut to firewood length and stacked adjacent to the removed tree. Stump grinding is not included. AmerenUE will reimburse the village for \$60 per tree to provide for new trees that will not interfere with the lines. Phillip Burke will mark the trees to be removed and contact AmerenUE.

### **Old Business:**

1. **Selection of Village Attorney (Phillip Burke)**

- a. Two interviews scheduled.

*One of the candidates had a scheduling conflict and will be rescheduled prior to the next meeting.*

2. **2007 Sidewalk Project (Phillip Burke)**

- a. Status and discussion of sidewalk project.

*The last piece of concrete was poured near the school monument. Landscaping has been completed. Weis Design Group has verified the work has been completed. The lien waivers were obtained and the last payment is complete. Approximately \$26,000 was paid by the CDBG funds.*

### **New Business:**

1. **Police Contract (Robert Fitzgerald)**



*St. John Police Department submitted a 5 year contract for \$3,033.40 per month for the first year with maximum increases of 5% for each additional year. Robert Fitzgerald made a motion to accept the contract as presented; Kevin Liebig seconded the motion. The motion carried unanimously.*

**2. 2008/2009 Budget (Phillip Burke)**

*A budget with income of \$181,015.00 and expenses of \$223,922.00 was presented. Tom Drennan made a motion to accept the budget as presented; Carrie Logan seconded the motion. The motion carried unanimously.*

The motion for adjournment was made by Carrie Logan with a second by Tom Drennan. The motion carried unanimously. Adjournment was at 8:08 pm.

Attested by:

Joy Porter Drennan  
Village Clerk

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**Chairman - Phillip Burke**

1. Attended St. Louis County Municipal League meeting on February 28<sup>th</sup> in Des Peres.
2. Chaired Mayors of Small Cities meeting on February 27<sup>th</sup> in Normandy.
3. Attended Surrounding Area Mayors meeting on February 23<sup>rd</sup> in Overland at Alberici World Headquarters.
4. Worked with Mike Shillito (Weis Design Group) to finish up Graceland Avenue project.
5. Contacted the two designated law firms to set up attorney interviews.

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**Finance Commissioner – Carrie Logan**

## Account Balances:

- St. Johns Bank (Checking) \$ 100,227.21 February 2008
- A. G. Edwards (Money Market) \$ 126,355.95 February 2008
- A. G. Edwards (Sewer Lateral) \$ unavailable February 2008
- P/L statement year to date: Revenue \$ 180,581.76 Expenses \$ 168,973.79

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**Street Commissioner – Tom Drennan**

1. Checked and cleaned drains prior and after numerous storms.

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**Building Commissioner – Tom Drennan**

1. Continuous monitoring at 2512 Brown Rd. Spoke with new owner and with contractors. Work is progressing and a new roof installed.
2. 3/17/2008 - Assisted health commissioner in placing recycle stickers on totes, 10 replaced.
3. Updated vacant homes list and homes listed "for sale"
4. Spoke (x2) with potential buyer of 2436 Brown Road regarding inspections. Faxed inspection report.
5. Monitored 2447 Hartland (fire on 3/11/08). Spoke with contractor regarding permit for dumpster and securing the residence.
6. Spoke with prospective resident about village.

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**Sewer Lateral Administrator – Tom Drennan**

1. None reported

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**Police Commissioner – Robert Fitzgerald**

<b>Police Report Summary</b>	<b>Reporting Period:</b>
Contract Patrol	100 hours
Time at call site	13 hours
Tickets issued	not available
Payments received	\$1030.00

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**Health Commissioner – Kevin Liebig**

1. Stickered recycle totes as needed.
2. Monitoring use of recycle totes. Several residences using recycle toter for trash. Stickers have been replaced and letters sent to homes violating the proper use of toter.

**Rodent Poison Requested: None****Health Code Inspections:**

<b>Date Reported</b>	<b>Name &amp; Address / Violation</b>	<b>Date &amp; Action Taken</b>	<b>Date of Follow-up</b>	<b>Resolution / Actions</b>
10/15/2007	2512 Brown Road	10/15/2007-letter sent via certified mail.	1/17/08	See building comm. report

A special meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Wednesday evening, April 9, 2008 in the Educational Building of Calvary United Church of Christ, 2501 Hartland Avenue. The meeting was called to order at 7:07 pm. Trustees present were Police Commissioner Robert Fitzgerald, Health Commissioner Kevin Liebig, Street Commissioner Tom Drennan, Finance Commissioner Carrie Logan, and Chairman Phillip Burke.

**Old Business:****1. Selection of Village Attorney (*Phillip Burke*)**

*After discussion Tom Drennan made a motion to select the law firm of Curtis, Heinz, Garrett and O'Keefe to represent the village. Robert Fitzgerald seconded the motion. The motion carried unanimously.*

The motion for adjournment was made by Carrie Logan with a second by Tom Drennan. The motion carried unanimously. Adjournment was at 7:25 pm.

Attested by:

Joy Porter Drennan  
Village Clerk

The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, April 17, 2008 in the Educational Building of Calvary United Church of Christ, 2501 Hartland Avenue. The meeting was called to order at 7:02 pm. Trustees present were Police Commissioner Robert Fitzgerald, Health Commissioner Kevin Liebig, Street Commissioner Tom Drennan, Finance Commissioner Carrie Logan, and Chairman Phillip Burke. Clerk Joy Drennan was also present. The meeting opened with the Pledge of Allegiance.

**Amendment of Agenda:**

There were no amendments to the agenda.

**Approval of Prior Month's Minutes:**

A motion was made by Robert Fitzgerald and seconded by Kevin Liebig to approve the minutes of the March 20, 2008 meeting. The motion carried unanimously.

**Presentation and Payment of Bills:**

Bills in the amount of \$11,513.56 were presented by Treasurer Joy Drennan. The following warrants (checks) are included in this month's disbursement:

- 6436 (3003) Southern Ditching (\$6294.62)
- 6347 (3004) The Daniel & Henry Company (\$594.00)

Carrie Logan made a motion to pay the bills as presented; Tom Drennan seconded the motion. The motion carried unanimously.

**Reports of the Chairman and Commissioners:**

Reports were submitted by the Chairman and the Commissioners and are attached as Appendix A. Tom Drennan made a motion to accept the reports as presented; Kevin Liebig seconded the motion. The motion carried unanimously.

**Discussion from the Floor:**

None.

**Old Business:**

None.

**New Business:**

None.

The motion for adjournment was made by Carrie Logan with a second by Tom Drennan. The motion carried unanimously. Adjournment was at 7:10 pm.

Attested by:

Joy Porter Drennan  
Village Clerk

**Work Session Minutes****1. Capital Improvements (Phillip Burke)**

- a. Tree Replacement Program - fall replacement

*The village will replace at least 5 trees, some for Walton Road residences to replace AmerenUE removed trees.*

- b. Sidewalk Replacement Program, even numbered addresses

*Sidewalk Replacement Program will continue using CDBG funds.*

- c. Sidewalk Improvements

- i. Replace stairs with ramp at Hartland and Graceland
- ii. Add sidewalk on Graceland between Marshall and Hartland

*Stairs will not be replaced at this time, but will install new sidewalk.*

- d. Storm Water Improvements
  - i. inlet repairs by school
  - ii. storm sewer on Graceland from Hartland to Brown

*Inlet repairs will be made, hopefully fully funded by MSD. Storm sewer replacement will not be done at this time.*

- e. Street Repairs
  - i. Standing water issues on Hartland and Northland
  - ii. Dual Driveways with center curb radius
  - iii. Hartland Avenue grading and resurfacing
  - iv. Asphalt repairs
  - v. Asphalt Sealing

*Engineering firm will be consulted to find a low cost improvement for the standing water. Dual driveway aprons will be modified as part of sidewalk replacement program. Hartland road improvements will not be done at this time, but we will save up to replace the street in the future. Engineering firm will be consulted for asphalt repairs required before next winter.*

- f. Street lighting

*If funds permit street lighting will be added as an option to the contract for the sidewalk replacement between Marshall and Hartland on Graceland and will include lighting along school.*

## **2. Home Inspections (Phillip Burke)**

- a. Arrange with St. John to collect money and schedule all home inspections.

*The board agrees that an improvement could be made to the home inspection process as long as the occupancy permits remain within the village.*

## **3. Code Enforcement (Phillip Burke)**

- a. Arrange with St. John to cite homeowners for code violations
  - i. Dumpsters/Pods
  - ii. Trash cans out
  - iii. Home conditions
  - iv. Mowing

*The board agrees these items need to be addressed for the tidiness of the neighborhood and property values.*

## **4. Contracts (Phillip Burke)**

- a. Mowing of city owned areas
- b. Snow Plowing
- c. Animal control and removal
- d. Street Sweeping

*The board agrees these items need to be addressed during the year.*

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**Chairman - Phillip Burke**

1. Attended Mayors of Small Cities meeting on February 19<sup>th</sup> in Normandy.
2. Attended St. Louis County Municipal League meeting on February 27<sup>th</sup> in Maplewood.
3. Submitted final data for TRIM grant to DNR.
4. Contacted AmerenUE to remove trees on Walton Road
5. Cleaned up and removed debris after tree removal on Walton Road.

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**Finance Commissioner – Carrie Logan**

## Account Balances:

- St. Johns Bank (Checking)      \$ 90,788.92      March 2008
- A. G. Edwards (Money Market)   \$ 126,438.91      March 2008
- A. G. Edwards (Sewer Lateral)   \$ 29,784.92      March 2008
- P/L statement year to date: Revenue \$                      Expenses \$

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**Street Commissioner – Tom Drennan**

1. Checked and cleaned drains prior and after numerous storms.

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**Building Commissioner – Tom Drennan**

1. Continuous monitoring at 2512 Brown Rd. Spoke with new owner and with contractors. Work is progressing and a new roof installed.
2. 3/17/2008 - Assisted health commissioner in placing recycle stickers on totes, 10 replaced.
3. Updated vacant homes list and homes listed "for sale"
4. Spoke (x2) with potential buyer of 2436 Brown Road regarding inspections. Faxed inspection report.
5. Monitored 2447 Hartland (fire on 3/11/08). Spoke with contractor regarding permit for dumpster and securing the residence.
6. Spoke with prospective resident about village.

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**Sewer Lateral Administrator – Tom Drennan**

1. None reported

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**Police Commissioner – Robert Fitzgerald**

Police Report Summary	Reporting Period:
Contract Patrol	114 hours
Time at call site	16 hours
Tickets issued	29
Payments received	\$ 965.00

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**Health Commissioner – Kevin Liebig**

1. 3/25/08-Went to Allied Waste regarding flooded basement on Brown Rd. Allied will go by and clean up for an extra charge to resident.
2. 3/25/08-Went to Critter Control to make sure all services provided go through the Village first. If not, the resident who calls will have to be invoiced by Critter Control.
3. 4/09/08-Critter Control contacted about the rodent problem at 2471 Hartland; spoke with resident about same.
4. Stickered recycle bins.

**Rodent Poison Requested: 1****Health Code Inspections: None**

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The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, May 15, 2008 in the Educational Building of Calvary United Church of Christ, 2501 Hartland Avenue. The meeting was called to order at 7:00 pm. Trustees present were Police Commissioner Robert Fitzgerald, Health Commissioner Kevin Liebig, Street Commissioner Tom Drennan, Finance Commissioner Carrie Logan, and Chairman Phillip Burke. Clerk Joy Drennan and Attorney John Tajkoski were also present. The meeting opened with the Pledge of Allegiance.

**Oath of Office:**

The oath of office was given by Joy Drennan to elected trustees Kevin Liebig and Robert Fitzgerald.

**Amendment of Agenda:**

The agenda was modified as follows:

1. Under the Work Session add item 3 "Critter Control".

A motion was made by Carrie Logan and seconded by Kevin Liebig to accept the amendments to the agenda. The motion carried unanimously.

**Appointment of Boards and Commissioners:**

A motion was made by Tom Drennan and seconded by Kevin Liebig to approve the appointments. The motion carried unanimously.

**State of the Village:**

Chairman Burke gave a state of the village address. It is attached as Appendix B.

**Approval of Prior Month's Minutes:**

A motion was made by Kevin Liebig and seconded by Tom Drennan to approve the minutes of the April 17, 2008 meeting. The motion carried unanimously.

**Presentation and Payment of Bills:**

Bills in the amount of \$11,444.56 were presented by Treasurer Joy Drennan. The following warrants (checks) are included in this month's disbursement:

- 6347 (3004) United States Postal Service (\$41.00)
- 6436 (3003) EPC (\$119.40)

Carrie Logan made a motion to pay the bills as presented; Kevin Liebig seconded the motion. The motion carried unanimously.

**Reports of the Chairman and Commissioners:**

Reports were submitted by the Chairman and the Commissioners and are attached as Appendix A. Robert Fitzgerald made a motion to accept the reports as presented; Carrie Logan seconded the motion. The motion carried unanimously. Robert Fitzgerald spoke about his report.

**Discussion from the Floor:**

Sgt. Higgins from St. John Police department spoke about some training the department is receiving. A resident of 2470 Brown Road, Mary Lee complained about runoff from 2471 Hartland from the downspouts of the garage on Hartland. She also said there is a rat problem with the vacant home 2464 Brown.

**Old Business:**

None.

**New Business:**

1. Village Attorney (Phillip Burke)
  - a. An ordinance authorizing the appointment of a Village Attorney (Bill 431, Ordinance 422).  
*A motion was made by Tom Drennan and seconded by Carrie Logan for Bill 431.*

*The vote on the said motion was as follows on the first reading:*

Voting "Yea"	Voting "Nay"	Trustees Abstaining
Robert Fitzgerald		
Kevin Liebig		
Phillip Burke		
Tom Drennan		
Carrie Logan		

*The vote on the said motion was as follows on the second reading:*

Voting "Yea"	Voting "Nay"	Trustees Abstaining
Tom Drennan		
Carrie Logan		
Kevin Liebig		
Robert Fitzgerald		
Phillip Burke		

*Thereupon Bill 430 was declared to be duly enacted as Ordinance 422.*

- b. An ordinance authorizing the Chairman of the Board to enter into a contract for legal services (Bill 432, Ordinance 423).

*A motion was made by Carrie Logan and seconded by Kevin Liebig for Bill 432.*

*The vote on the said motion was as follows on the first reading:*

Voting "Yea"	Voting "Nay"	Trustees Abstaining
Robert Fitzgerald		
Kevin Liebig		
Phillip Burke		
Tom Drennan		
Carrie Logan		

*The vote on the said motion was as follows on the second reading:*

Voting "Yea"	Voting "Nay"	Trustees Abstaining
Tom Drennan		
Carrie Logan		
Kevin Liebig		
Robert Fitzgerald		
Phillip Burke		

*Thereupon Bill 432 was declared to be duly enacted as Ordinance 423.*

The motion for adjournment was made by Carrie Logan with a second by Kevin Liebig. The motion carried unanimously. Adjournment was at 7:55 pm.

Attested by:

Joy Porter Drennan  
Village Clerk



## Work Session Minutes

### 1. Code Enforcement (Phillip Burke)

- a. Arrange with St. John to cite homeowners for code violations
  - i. Home conditions
  - ii. Dumpsters/Pods
  - iii. Trash cans out
  - iv. Mowing

*We need to tailor our ordinance to follow the ICC code. The main problems that need to be addressed now are grass height and houses with obvious exterior maintenance issues. It was suggested we adopt St. John codes for dumpsters, trash cans, mowing, and home conditions for a start. It was recommended that we review our ordinances, identify ordinances we need to enforce, and engage St. John in limited role for citing. Joy will get the ICC code and St. John ordinances that are applicable.*

### 2. Backfill with dirt from city lot (Phillip Burke)

- a. Several places in the village tree lawn have settled from removed trees. Should we backfill with clean dirt from city lot, straw and seed? Consider hiring a contractor or city with bobcat to do this?

*Phillip will prepare something for next meeting.*

### 3. Critter Control (Phillip Burke)

- a. Cost and frequency

*It was suggested we have the county health department look at this problem. It was noted that Critter Control monthly repeat fees will increase from \$19.99 to \$29.99. Joy will call county vector control.*

**Chairman - Phillip Burke**

1. Attended Mayors of Small Cities meeting on April 16<sup>th</sup> in Normandy.
2. Attended St. Louis County Municipal League meeting on April 24<sup>th</sup> in Maplewood.
3. Cleaned up and removed brush on village lot.
4. Replaced vandalized stop sign and post WB Graceland at Marshall.
5. Cleaned storm sewers.
6. Contacted MSD concerning blocked storm sewers.

**Finance Commissioner – Carrie Logan**

## Account Balances:

- St. Johns Bank (Checking)      \$ 69,469.06    April 2008
- A. G. Edwards (Money Market)    \$ 126,570.50    April 2008
- A. G. Edwards (Sewer Lateral)    \$ 29,839.69    April 2008
- P/L statement year to date: Revenue \$ 18,107.41    Expenses \$ 23,118.52

**Street Commissioner – Tom Drennan**

1. Checked and cleaned drains prior and after numerous storms.

**Building Commissioner – Tom Drennan**

1. Spoke with resident at 2471 Hartland regarding runoff complaint.
2. Spoke with resident at 2432 Brown regarding bus stop issues, trash company.
3. 3/17/2008 - Assisted health commissioner in placing recycle stickers on totes, 10 replaced.
4. Updated vacant homes list and homes listed "for sale".
5. Spoke with resident at 2404 Brown regarding parking complaint.

**Occupancy Permit Applications / Permits Issued: 2****Building Inspections / Occupancy Permits / Garage Sale Permits: 4****Sewer Lateral Administrator – Tom Drennan**

1. None reported

**Police Commissioner – Robert Fitzgerald**

1. Received complaint regarding parking on lawn at 2404 Brown Road.
2. Received complaint regarding cutting through parking lot at Bearden's Violin Shop.

<b>Police Report Summary</b>	<b>Reporting Period:</b>
Contract Patrol	Not Available
Time at call site	Not Available
Tickets issued	Not Available
Payments received	Not Available

**Health Commissioner – Kevin Liebig**

1. 4/29/2008-2427 Brown, Critter Control notified of rodent problem.
2. 4/29/2008-8923 Midland, trash problem resolved, Critter Control notified of rodent infestation.
3. 4/29/2008-2423 Walton, trash problem in front yard, no one living at address. Trash company notified.
4. 4/29/2008-2419 Walton, resident advised not to put trash out before the appropriate day and time.

**Rodent Poison Requested: 3****Health Code Inspections: None**

## Introduction

First of all I wish to congratulate our reelected and newly elected officials. I also want to thank all the trustees for your choice to serve the community.

Today I want to lay out some of the positive values of our village, some of the problems we face, and some short and long range plans I hope to implement.

## Village Statistics

From the latest census our city has 722 citizens, 289 households, with a median household income of \$41,146 and a median age of 37. Some of these numbers have obviously changed in the last 8 years. Our village runs a budget in the black; we have no outstanding bond issues or debts.

## Village Infrastructure

In the last year we have made some great infrastructure improvements. We received a grant from the Community Development Block Grant to repair sidewalks and add sidewalks along the middle school. We received another grant to help us with tree trimming and removal, an item we have overlooked for many years. Finally we received assistance from AmerenUE to remove trees along the village right of way. We are in our third year of our long range program of sidewalk replacement, with odd addresses in odd years, and even addresses in even years. While it was expensive to start for the first two years as we caught up with problems, from now on our repairs should be reduced on an annual basis. We have also added several hundred feet of new sidewalk in the last few years, a task we need to continue to complete sidewalks on each street. Currently we have no long range plans for street repairs and replacement. It is essential we come up with a long range plans for street repairs and to apply for grants to help with these repairs. Our current budget and income will never allow us to fund these repairs.

## Contracts

We contract out our police services, trash hauling services, snow plowing, and office rent. All of these contracts were renewed in the last year, including for the first time, wheeled 65 gallon recycling containers. We have modified some of the contracts to line up with our fiscal year for easier accounting.

## Safety

Our neighborhood is safe with a low crime rate. We have a good working relationship with the St. John Police Department and the citizens approve of their services. I believe we should continue our services with the St. John Police Department. I think we need to come up with a detailed emergency plan for natural or man made disasters. There are several changes taking place at the county level in the next few years that will improve communications between different local, county and state agencies.

## Streets And Sidewalks

This year I believe we should add sidewalk along the edge of Graceland between Marshall and Hartland. Part of this will require some curb improvements. I also think we should consider adding decorative lighting as part of this project. The infrastructure for such lighting was included in our last sidewalk project along the school. We also intend to continue our even/odd sidewalk repair program. After last winter we need to repair several damaged areas in the streets. I believe these repairs are all minor and could be contracted to a local municipality. There are several areas in the village tree line that have eroded or settled. While we have some clean fill available on the city lot, we should use this to fill in these areas, and then reseed. In the next 5 years we will have to replace some streets. I think we should implement a long range plan of replacing a street every 5 years, using the other years to save up for this.

## Trees

As I mentioned earlier, we received a \$10,000 TRIM grant from the State of Missouri Department of Natural Resources to help with tree trimming and removal on all our streets. This grant had the support of a state arborist who reviewed every tree in our village. Part of this grant requires us to maintain a 5 year plan. I have created a plan that has specific requirements that are implemented four times each year. We have also been proactive in replacing trees. Last year I had a goal of planting 10 trees. While we fell a little short of that goal, we do have 5 trees purchased through Forest ReLeaf for this year. I propose we purchase an additional 10 trees this year, 5 to be planted throughout the village, and 5 power line friendly trees to be placed along Walton road to replace trees removed by AmerenUE. Trees increase our property values, add shade, and provide a better look to our city.

## **Housing Stock And Code Enforcement**

As I mentioned last year, one of my big concerns is the decline of our housing stock. We need to enforce our current ordinances and consider new ones, specifically the International Property Maintenance Code. This year we are already faced with several more homes that are in foreclosure. Each empty home is a liability for the village, from theft and vandalism to maintenance. It has become beyond the ability of our trustees to enforce these building ordinances on a daily basis. Each violation entails hours in preparation, citing, and follow up. I mentioned last year that we should consider contracting with a third party to perform these services. I think we should move the building inspection and permitting to this same entity. The current process is tedious and requires a lot of extra work on the part of our clerk. I also believe we should consider increasing the fees for our inspections, for example, Overland charges \$45 for an inspection and \$25 for an occupancy permit. In the next 3 months I urge the board to come up with a plan to contract with another municipality to enforce our ordinances. Occupancy permits should continue to be handled by the village. I think we should eliminate the posting of orange stickers on vacant homes now that we are getting a successors report. The stickers highlight that the home is empty. We maintain a list of vacant homes; I believe this list should be shared with the police department, as well as the locally delivered newspaper companies. These "free" papers are a nuisance for many people, clog up storm sewers, litter the streets, and stack up in front of empty houses.

## **Long Term Goals**

We have a lot on Lackland Road. We have a yearly expense on the maintenance of this property, and it is often used as a dumping site. I believe we should consider the sale of this property to gain real estate taxes and reduce our costs. I've discussed with our neighboring mayors about straightening some of our village boundaries. The first change would be to work with Charlack to redraw the village boundary on the east to follow I-170. I also would consider transferring the 4 homes on Sycamore Court, with those residents permission, to Overland. These four homes are often overlooked as being part of our village.

The boundary commission starts meeting again in 2012 for their 5 year process. At that time I believe we should consider merging with another city. Except for state legislation, we would have to merge with either Charlack or Overland. This would be controversial, but the conversation should start now to prepare the residents and the board. I believe this would provide better benefits for our citizens.

## **Trustees**

Each of you has decided to work diligently for the good of the community for very little recognition and compensation. I thank you all for your time and talents. I would request that each trustee comes prepared for the meeting and is present when we start at 7pm. If you will be tardy or absent please leave a message on the village answering machine. If you are going on vacation please write your travel dates on the white board. Please respect each member on the board, and act with dignity and professionalism with your constituents. I believe our written reports that we have been producing the last year are extremely helpful in distributing information among the trustees. Our web site has become more popular, especially with new residents. I will continue to maintain our site and post information about our meetings and other pertinent information in a timely manner.

## **Summary**

In the last several years I believe we have provided some great improvements for the citizens of our community. We have a talented group of dedicated trustees and other village officials. I look forward to working with each of you over the next year.

The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, June 19, 2008 in the Educational Building of Calvary United Church of Christ, 2501 Hartland Avenue. The meeting was called to order at 7:04 pm. Trustees present were Police Commissioner Robert Fitzgerald, Health Commissioner Kevin Liebig, Street Commissioner Tom Drennan, and Chairman Phillip Burke. Finance Commissioner, Carrie Logan was excused. Clerk Joy Drennan and Attorney John Tajkoswki were also present. The meeting opened with the Pledge of Allegiance.

**Amendment of Agenda:**

The agenda was modified as follows:

1. Move item 1 "ICC Code" under New Business to Work Session.
2. Add item 3 "Village Alley" to Work Session.

A motion was made by Tom Drennan and seconded by Kevin Liebig to accept the amendments to the agenda. The motion carried unanimously.

**Public Hearing**

The Community Development Block Grant Public Hearing was called to order at 7:06 pm. The CDBG handout was available for review. Joy explained the eligible projects the grant funds for the year 2009. Robert Fitzgerald made a motion to put all the funds towards public sidewalk improvements, Tom Drennan seconded the motion. The motion carried unanimously. The Public Hearing was adjourned at 7:10 pm.

**Appointment of Boards and Commissioners**

Tom Drennan made a motion to accept the appointments, Kevin Liebig seconded the motion. The motion carried unanimously.

**Approval of Prior Month's Minutes:**

A motion was made by Tom Drennan and seconded by Kevin Liebig to approve the minutes of the May 15, 2008 meeting. The motion carried unanimously.

**Presentation and Payment of Bills:**

Bills in the amount of \$11,444.56 were presented by Treasurer Joy Drennan. The following warrants (checks) are included in this month's disbursement:

- 6395 (3050) Overland Hardware (\$10.40)
- 6396 (3051) Petrov Brothers - Tree spraying (\$140.00)
- 6398 (3053) Rite-A-Way Tree Service - Walton Road Stump Grinding (\$650.00)
- 6399 (3054) Rite-A-Way Tree Service - Hartland Ave. tree struck by lightening (\$1750.00)

Kevin Liebig made a motion to pay the bills as presented; Tom Drennan seconded the motion. The motion carried unanimously.

**Reports of the Chairman and Commissioners:**

Reports were submitted by the Chairman and the Commissioners and are attached as Appendix A.

Tom Drennan discussed dumpsters on 2447 Hartland Avenue and refusal by the contractor to pay fee despite several attempts to obtain compliance. Ordinance 399 allows a fine not to exceed \$500 per day. It was recommended that both the homeowner and the contractor be cited in violation of the ordinance by certified letter.

Kevin Liebig mentioned the house repairs at 2512 Brown Road look very nice.

Robert Fitzgerald spoke that R&R Auto has been cited due to the excess items on their lot.

Phillip Burke mentioned that MSD had repaired three storm sewer inlets at no cost to the city.

Kevin Liebig made a motion to accept the reports as presented; Tom Drennan seconded the motion. The motion carried unanimously.

**Discussion from the Floor:**

Sgt. Barger from St. John Police was present. Trustees spoke of issues of dumping in the alley, kids drinking, and wild dogs.

**Old Business:**

None.

**New Business:**

1. ICC Code (Phillip Burke)
  - a. Discussion about adopting the International Property Maintenance Code (IPMC) portion of the International Code Council (ICC) code.
  - b. 2003 and 2006 versions are available. Consider using same code version as St. John.  
*Refer to work session for discussion.*
2. Critter Control (Phillip Burke)
  - a. \$400 has spent in 3 months; our budget is \$1000 for the year.
  - b. Re-inspection fee has increased from \$19.99 to \$29.99 per month with a base fee of \$99.00 for each rat abatement placement.
  - c. St. Louis County Vector Control can work on public property and easements.  
*It was suggested that the agreement for the village to arrange for rat control be modified so the homeowner pays a portion of cost. An ordinance will be modified for the next meeting to have the homeowners pay \$50 towards rat control. Kevin Liebig will meet with vector control to discuss the problem on Brown Road.*
3. Parking Modifications for Intersections (Robert Fitzgerald)
  - a. Modify distance of allowed parking from specified intersections.  
*There is a problem with vehicles parking to close to the stop signs on Ashland and Oakland at Lackland. Post signs no parking to corner. Ordinance 387 will be modified for the next meeting to prohibit parking within 25 feet of these intersections.*
4. Helmet Ordinance (Phillip Burke)
  - a. Currently about 30% of cities in St. Louis County have an ordinance requiring helmets for children under the age of 17 operating a bicycle, scooter, roller blades, roller skates or a skateboard.  
*An ordinance will be prepared for the next meeting based on the model ordinance or St. John's ordinance.*

The motion for adjournment was made by Kevin Liebig with a second by Tom Drennan. The motion carried unanimously. Adjournment was at 8:01 pm.

Attested by:

Joy Porter Drennan  
Village Clerk

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**Work Session Minutes**

**1. Backfill with dirt from city lot (Phillip Burke)**

- a. Several places in the village tree lawn have settled from removed trees. Should we backfill with clean dirt from city lot, straw and seed? Consider hiring a contractor or city with bobcat to do this?

*Phillip is identifying the locations. Fall would be the best time for reseeding.*

**2. Street Repairs (Phillip Burke)**

- a. Identification of locations requiring repairs.

*Phillip will identify locations and ask St. John Public Works for an estimate to repair.*

**3. Alley (Kevin Liebig)**

*Phillip will clean limbs then contact Scott to mow lawn.*

**4. ICC Code (Phillip Burke)**

- i. Discussion about adopting the International Property Maintenance Code (IPMC) portion of the International Code Council (ICC) code.
- ii. 2003 and 2006 versions are available. Consider using same code version as St. John.

*Joy suggested codifying ordinances. She will obtain a bid from Sullivan. An ordinance will be prepared for next meeting to pass the IPMC based on St. John's ordinance (currently 2000).*

**Chairman - Phillip Burke**

1. Attended Mayors of Small Cities meeting on May 21<sup>st</sup> in Normandy.
2. Attended St. Louis County Municipal League Installation dinner on May 30<sup>th</sup>.
3. Removed brush on village lot.
4. Removed brush and trash along fence line of Walton Road by evergreens.
5. Cleaned storm sewers.
6. Three storm sewers on Graceland Avenue have been repaired by MSD at no cost to the village.
7. Updated web site.

**Finance Commissioner – Carrie Logan**

## Account Balances:

- St. Johns Bank (Checking)      \$ 74,879.63    May 2008
- A. G. Edwards (Money Market)    \$ 126,596.51    May 2008
- A. G. Edwards (Sewer Lateral)    \$ 29,887.22    May 2008
- P/L statement year to date: Revenue \$36,035.12    Expenses \$ 28,148.20

**Street Commissioner – Tom Drennan**

1. Checked and cleaned drains prior and after numerous storms.
2. Contracted for stump removal along Walton Road.
3. Barricaded street and tree on Hartland after lightening struck. Contracted for removal of lightening struck tree.
4. Spoke with resident at 2424 Oakland regarding street light. Report sent to AmerenUE re: broken lens.

**Building Commissioner – Tom Drennan**

1. Spoke with contractor on numerous occasions regarding obtaining dumpster permit. Spoke to St. John PD and court clerk regarding issuing citation for ordinance violation.
2. Researched occupancy permits against the successors report. Letters sent to those in violation of occupancy permit code.
3. Spoke with residents regarding violations at 2447 Hartland (fire house).
4. Met with resident regarding tree on Northland. Resident would pay for removal of tree in right-of-way. Question forwarded to Chairman Burke.
5. Updated vacant and for sale home list.
6. Spoke with resident at 2403 Hartland regarding building permit for deck.

**Occupancy Permit Applications / Permits Issued: Two**

**Building Inspections / Occupancy Permits / Garage Sale Permits: Six**

**Sewer Lateral Administrator – Tom Drennan**

1. None reported.
2. Faxed policies to Roto-Rooter.

**Police Commissioner – Robert Fitzgerald**

1. A notice of ordinance violations was sent to R&R Auto concerning number of cars parked on lot, wrecked vehicles, many engine parts and rubbish on lot.
2. St. John Police were asked to monitor cut-through on parking lot at Bearden's Violin Shop.

<b>Police Report Summary</b>	<b>Reporting Period:</b>
Contract Patrol	123
Time at call site	20
Tickets issued	23
Payments received	931.75



**Health Commissioner – Kevin Liebig**

1. Contacted STL County Vector Control. Vector control representative will meet with village and do a “walk-through” the village. Vector Control is able to help with problems on easements and right-of-ways, but can only advise on infestation problems private property. Vector Control rep is on desk duty for the next few weeks and then will be able to assist village.
2. Researched vacant home at 2464 Brown for responsible party / owner.
3. Researched vacant home at 2416 Ashland for responsible party / owner. Does not exist according to STL records. Possibly 2418?

**Rodent Poison Requested:** Three

**Health Code Inspections:** Four

The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, July 17, 2008 in the Educational Building of Calvary United Church of Christ, 2501 Hartland Avenue. The meeting was called to order at 7:00 pm. Trustees present were Police Commissioner Robert Fitzgerald, Health Commissioner Kevin Liebig, Street Commissioner Tom Drennan, Finance Commissioner Carrie Logan and Chairman Phillip Burke. Clerk Joy Drennan and Attorney John Tajkoswki were also present. The meeting opened with the Pledge of Allegiance.

**Amendment of Agenda:**

The agenda was modified as follows:

1. Move Work Session Item 1 "Codification of Ordinances" to New Business Item 1, discuss as first item on agenda.
2. Discuss Old Business Item 3, "ICC code", discuss as second item on agenda.
3. Add Item 5, "Problem Houses" to work session.

A motion was made by Tom Drennan and seconded by Kevin Liebig to accept the amendments to the agenda. The motion carried unanimously.

**Approval of Prior Month's Minutes:**

A motion was made by Robert Fitzgerald and seconded by Tom Drennan to approve the minutes of the June 19, 2008 meeting. The motion carried unanimously.

**Presentation and Payment of Bills:**

Bills in the amount of \$12,480.56 were presented by Treasurer Joy Drennan. The following warrants (checks) are included in this month's disbursement:

- 6418 (3065) Sam's Club (\$35.00)

Phillip Burke questioned the Sam's club membership. It was decided not to renew the membership, and warrant number 6418 was deleted changing the amount of bills presented to \$12,445.56. Carrie Logan made a motion to pay the bills as presented; Kevin Liebig seconded the motion. The motion carried unanimously.

**Reports of the Chairman and Commissioners:**

Reports were submitted by the Chairman and the Commissioners and are attached as Appendix A.

Tom Drennan made a motion to accept the reports as presented; Robert Fitzgerald seconded the motion. The motion carried unanimously.

**Discussion from the Floor:**

Chief Milam from the St. John Police Department was present and mentioned they are now patrolling the alley now and also monitoring people cutting through the violin shop parking lot.

**Old Business:**

1. Parking Modifications for Intersections (Robert Fitzgerald)
  - a. An ordinance amending Ordinance No. 387 prohibiting parking on portions of Ashland and Oakland Avenues (Bill 433, Ordinance 424)

*A motion was made by Robert Fitzgerald and seconded by Kevin Liebig for Bill 433.*

*The vote on the said motion was as follows on the first reading:*

Voting "Yea"	Voting "Nay"	Trustees Abstaining
Phillip Burke		
Kevin Liebig		
Robert Fitzgerald		
Tom Drennan		

*The vote on the said motion was as follows on the second reading:*

Voting "Yea"	Voting "Nay"	Trustees Abstaining
Tom Drennan		
Kevin Liebig		
Robert Fitzgerald		
Phillip Burke		

*Thereupon Bill 433 was declared to be duly enacted as Ordinance 424.*

2. Helmet Ordinance (Phillip Burke)
  - a. An ordinance requiring juveniles to wear protective headgear (Bill 434, Ordinance 425).

*A motion was made by Tom Drennan and seconded by Kevin Liebig for Bill 434.*

*The vote on the said motion was as follows on the first reading:*

Voting "Yea"	Voting "Nay"	Trustees Abstaining
Phillip Burke		
Robert Fitzgerald		
Kevin Liebig		
Tom Drennan		

*The vote on the said motion was as follows on the second reading:*

Voting "Yea"	Voting "Nay"	Trustees Abstaining
Tom Drennan		
Kevin Liebig		
Robert Fitzgerald		
Phillip Burke		

*Thereupon Bill 434 was declared to be duly enacted as Ordinance 425.*

3. ICC Code (Phillip Burke)
  - a. Discussion with St. John building inspector concerning adoption of ICC codes and variances for St. John.
  - b. Changes in fee structure.
  - c. Decide which sections should be adopted or removed prior to approval in August.

*We could contract to have St. John perform code enforcement. We could have them inspect as they drive through, or review homes we suggest. A phased in approach was recommended by the board, preceded by a newsletter informing the homeowners of upcoming changes. Housing inspection and property maintenance are covered by this code. This would replace our minimum housing standard. Current enforcement in St. John starts with a friendly notice allowing 30 days for repairs to be made. If there is no action a final notice allowing 20 days is issued after which a case will be filed with the court.*

*Some of the items the trustees need to consider are:*

- *Should driveways get paved at change of ownership?*
- *Should CO detectors be required?*
- *Are there other areas we should modify for the village?*
- *Should we also adopt the International Zoning Code?*

*Next month during the work session we will discuss what to include, remove, or change. The board decided to change the inspection fee to \$50, the inspection fee for vacant properties to \$120, and the fee for an occupancy permit to \$20 to reflect our increased costs. A fee structure will be set up so and ordinance will not need to be changed for each time we adjust the fee.*

4. Critter Control (Kevin Liebig)
  - a. Report on meeting with St. Louis County Vector Control concerning issue on Brown Road.
  - b. Shall an ordinance be prepared changing the fee structure for homeowners requesting rat control?

*Kevin Liebig met with Vector Control and walked around the easement area behind the homes on Brown Road. It was noted that rats travel by sewer, but do not live there. Bird food, dog food, and fecal matter are some of the attractions for rats. Vector control will distribute poison on easements as requested by the village. We will consider an ordinance prohibiting the outdoor use of dog food. The board also recommended we add a copayment by the homeowner of \$50 towards rat control, and \$15 towards a re-inspection.*

**New Business:**

1. Codification of Ordinances (Phillip Burke)
  - a. Presentation by Mr. Perry of Sullivan Publications.

*Mr. Perry spoke about codification of our ordinances. Currently they serve 265 municipalities in Missouri, including several in St. Louis County. They could codify our ordinances as they are and review for conflicts with state law, meet with clerk and attorney to go through ordinances, then present code book to city for adoption. We could also take the standard model code book, but modified by the village to reference our specific zoning, building codes, etc. Eight copies of the book are provided to the village on a yearly basis as well as the code on a compact disk. Updates each year are \$18 per page, estimated to be about \$500-800 per year. The model code book with 50 additional pages will have an initial cost of \$5900. Time period from beginning of process to final books is about six months. The board thought this a worthwhile endeavor; an ordinance will be prepared for our next meeting.*

The motion for adjournment was made by Tom Drennan with a second by Kevin Liebig. The motion carried unanimously. Adjournment was at 8:55 pm.

Attested by:

Joy Porter Drennan  
Village Clerk

## Work Session Minutes

### 1. Codification of Ordinances (Phillip Burke)

- a. Presentation by Mr. Perry of Sullivan Publications.  
*See New Business.*

### 2. Sidewalks (Phillip Burke)

- a. Select portions of sidewalk repairs using CDBG funds.
- b. Identification of locations requiring repairs.
  - i. Replace damaged slabs on even side of streets.
  - ii. Install approximately 325 feet of new sidewalk on the north side of Graceland Avenue between Marshall and Hartland Avenues.
  - iii. Replace curb along the north side of Graceland Avenue from Hartland Avenue approximately 165 feet towards the east.
  - iv. Replace two driveway aprons on north side of Graceland Avenue between Marshall and Hartland Avenues.
  - v. Install two red fiberglass inverted truncated dome inserts, one at the northeast intersection of Graceland Avenue and Marshall Avenue, one at the northwest intersection of Graceland Avenue and Hartland Avenue.
  - vi. Installation of 4 light fixtures on the north side of Graceland Avenue between RMS parking entrance and Hartland Avenue.
  - vii. Remove center barrier of driveway aprons for two combined driveways.

*Phillip will count the number of cracked slabs requiring repair on the even side of the streets. We will try to put together a bid package to cover all these issues in the next month with four options:*

- *Option 1 is section i above.*
- *Option 2 is section ii-v above.*
- *Option 3 is section vi above,*
- *Option 4 is section vii above,*

### 3. Alley (Kevin Liebig)

- a. Most tree debris has been removed.
- b. Should we grade and gravel the alley?

*Phillip Burke will contact Scotts Landscaping Company to have them mow the alley. In the future we may consider deeding the alley to the adjacent homeowners.*

### 4. Work Day in Office (Phillip Burke)

- a. Select a Saturday morning to clean and reorganize office.  
*Saturday August 9, 9 am -11 am was selected.*

### 5. How to handle problem houses (Joy Drennan)

- a. Several homes are empty and we are unable to contact homeowner to make sure improvements and mowing occurs.

*Certified letters will be sent to the owners on record.*

**Chairman - Phillip Burke**

1. Trimmed approximately 150 feet along Walton Road and I-170 right of way fence filling five 95 gallon containers.
2. Removed two 95 gallon containers of tree debris from alley.
3. Contacted The Scott Landscaping Company to establish borders for mowing along Walton Road and I-170 right of way.
4. Trimmed weeds on dirt piles on village lot.
5. Planted and mulched two small maple trees on village lot.
6. Completed application for DNR TRIM grant.
7. Updated web site.

**Finance Commissioner – Carrie Logan**

## Account Balances:

- St. Johns Bank (Checking)      \$ 74,655.91    June 2008
- A. G. Edwards (Money Market)    \$ 127,008.15    June 2008
- A. G. Edwards (Sewer Lateral)    \$ 29,941.22    June 2008
- P/L statement year to date: Revenue \$ 46,332.81    Expenses \$ 40,628.76

**Street Commissioner – Tom Drennan**

1. Checked and cleared drains after storms.

**Building Commissioner – Tom Drennan**

1. Spoke to new resident at 2476 Brown regarding obtaining occupancy permit.
2. Reviewed AmerenUE successor report, researched files, three (3) letters sent as needed.
3. Worked on the dumpster issue at 2447 Hartland.
4. Delivered POD dumpster permit to 8836A Graceland.
5. Toured village, updated vacant/for sale homes, home in disrepair.
6. Letters to 2428 Walton, 2425 Walton regarding occupancy.

**Occupancy Permit Applications / Permits Issued: 5****Vacant Homes/ For Sale / For Lease: 23****Building Inspections / Occupancy Permits / Garage Sale Permits: 5****Sewer Lateral Administrator – Tom Drennan**

1. None reported.
2. Faxed policies to Roto-Rooter Corporate, as requested.

**Police Commissioner – Robert Fitzgerald**

1. A notice of violation of Ordinance #304 was sent to R&R Auto with a compliance date of June 30, 2008. The vehicles were still there after the 30<sup>th</sup> and the violation was turned over to St. John PD for enforcement.

<b>Police Report Summary</b>	<b>Reporting Period:</b>
Contact Patrol	104 hours
Time at call site	10 hours
Tickets issued	20
Payments received	\$ 1017.75

**Health Commissioner – Kevin Liebig**

1. Toured village with County vector control regarding rat abatement.

**Rodent Abatement Requested: 2****Health Code Inspections: 3**

The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, August 21, 2008 in the Educational Building of Calvary United Church of Christ, 2501 Hartland Avenue. The meeting was called to order at 7:04 pm. Trustees present were Police Commissioner Robert Fitzgerald, Health Commissioner Kevin Liebig, Street Commissioner Tom Drennan, and Chairman Phillip Burke. Finance Commissioner Carrie Logan was excused. Clerk Joy Drennan and Attorney John Tajkoswki were also present. The meeting opened with the Pledge of Allegiance.

**Amendment of Agenda:**

The agenda was modified as follows:

1. Add Item 7 "Sunshine Law" to work session.
2. Add Item 8, "Immigration Requirements" to work session.

A motion was made by Tom Drennan and seconded by Robert Fitzgerald to accept the amendments to the agenda. The motion carried unanimously.

**Public Hearing- 2009 Tax Rate**

Record of Attendance

Discussion

Set the Tax Rate for 2009 (Bill 435, Ordinance 426)

*The Public Hearing was called to order at 7:06 pm. Trustees present were Robert Fitzgerald, Kevin Liebig, Tom Drennan, and Phillip Burke. The village clerk explained the tax rate. A few questions from the floor were answered.*

*A motion was made by Kevin Liebig and seconded by Robert Fitzgerald for Bill 435.*

*The vote on the said motion was as follows on the first reading:*

Trustee	Abstain	Yes	No	Absent
Phillip Burke		X		
Kevin Liebig		X		
Robert Fitzgerald		X		
Tom Drennan		X		
Carrie Logan				X

*The vote on the said motion was as follows on the second reading:*

Trustee	Abstain	Yes	No	Absent
Tom Drennan		X		
Phillip Burke		X		
Robert Fitzgerald		X		
Kevin Liebig		X		
Carrie Logan				X

*Thereupon Bill 435 was declared to be duly enacted as Ordinance 426. The Public Hearing was adjourned at 7:15 pm.*

**Approval of Prior Month's Minutes:**

A motion was made by Robert Fitzgerald and seconded by Kevin Liebig to approve the minutes of the July 17, 2008 meeting. The motion carried unanimously.

**Presentation and Payment of Bills:**

Bills in the amount of \$12,480.56 were presented by Treasurer Joy Drennan. The following warrants (checks) are included in this month's disbursement:

- 6433 (3078) Overland Hardware for street supplies (\$29.88)
- 6436 (3081) The Scotts Landscaping for mowing (\$585.00)
- 6437 (3082) Sullivan Publications for codification down payment (\$1000.00)

Robert Fitzgerald made a motion to pay the bills as presented; Tom Drennan seconded the motion. The motion carried unanimously.

**Reports of the Chairman and Commissioners:**

Reports were submitted by the Chairman and the Commissioners and are attached as Appendix A. Joy Drennan noted the AmerenUE successors report is helping determine changed in ownership of homes. She also noted several homes are delinquent. These homes will be cited before adding a special or lien to the property. Kevin Liebig made a motion to accept the reports as presented; Robert Fitzgerald seconded the motion. The motion carried unanimously.

**Discussion from the Floor:**

Capt. Morris from the St. John Police Department was present. He noted that the City of St. John opted out of National Night Out for this year but will host an event on Saturday September 13 from 2:00 pm to 10:00 pm at Home Heights Park. A safety expo is scheduled from 2:00 to 6:00, and a band featuring Beatles music will play from 7:00 to 10:00. Food will be available for purchase and will be supplied by local restaurants.

With the changes in parking by Overland on Lackland Road local businesses are now parking on village streets in front of homes. Several options were suggested by Capt. Morris, including parking by permit only, distribute a window sticker for village residents, or ban all parking.

Bill of Oakland complained about the property at 2438 Oakland which has yet to be repaired since a fire approximately 4 years ago. The home is not livable, and the yard is not maintained. The board will address this issue similar to the recent Brown Road house. Susan of Northland reported about rats at 2472 Northland and 2476 Northland. Both of the latter are not maintaining the yards.

**Old Business:**

None.

**New Business:**

**1. Bill 436, Ordinance 427- Codification of Ordinances (Phillip Burke)**

- a. An ordinance allowing the Chairman to enter into contract with Sullivan Publications for the codification of ordinances.

*A motion was made by Robert Fitzgerald and seconded by Kevin Liebig for Bill 436.*

*The vote on the said motion was as follows on the first reading:*

Trustee	Abstain	Yes	No	Absent
Kevin Liebig		X		
Robert Fitzgerald		X		
Phillip Burke		X		
Tom Drennan		X		
Carrie Logan				X

*The vote on the said motion was as follows on the second reading:*

Trustee	Abstain	Yes	No	Absent
Tom Drennan		X		
Phillip Burke		X		
Robert Fitzgerald		X		
Kevin Liebig		X		
Carrie Logan				X

*Thereupon Bill 436 was declared to be duly enacted as Ordinance 427.*

**2. Fee structure (Phillip Burke)**

*Joy presented the current fee structure. We will adjust this so no ordinance change will be required when fees change. It is thought that each permit should have a fee associated with it proportionally related to the time incurred in researching each permit. The board will come prepared in September with their fee recommendations.*

The motion for adjournment was made by Robert Fitzgerald with a second by Tom Drennan. The motion carried unanimously. Adjournment was at 8:10 pm.

Attested by:

Joy Porter Drennan  
Village Clerk



## Work Session Minutes

1. **Sidewalks** (*Phillip Burke*)
  - a. Joy and Phillip will prepare specifications to let out for bid. We intend to select a bid during the September meeting with work to begin after October 13.  
*Joy has completed the replacement slab bid package. Phillip will assist in completing the other portions of the bid package.*
2. **Modify Email Addresses** (*Phillip Burke*)
  - a. Shall we change email addresses in an attempt to limit spam?  
*Phillip will investigate modifying the email addresses by adding an "08" after each address.*
3. **Changes in Phone Service** (*Phillip Burke*)
  - a. Shall we investigate cost for phone services that includes caller ID?
  - b. Shall we purchase a new phone to support new features?  
*The improved service will be ordered and a new phone will be procured.*
4. **Newsletter and Phone Card** (*Joy Drennan*)
  - a. Items to include in newsletter for distribution.
  - b. Investigate bulk mail rate for newsletter distribution.
  - c. Shall we include personal phone numbers and city email addresses?  
*Joy prepared both an internal and distributed phone card. It was preferred by most trustees to only list the village number with their name so all calls may be logged and forwarded to the correct person. Phillip will start a newsletter and distribute for comments.*
5. **ICC Code** (*Phillip Burke*)
  - a. Discussion on additions and exceptions.  
*The trustees went through the code and made recommendations. It is thought many items we added would be better addressed through a nuisance ordinance.*
6. **St. John Code Enforcement** (*Phillip Burke*)
  - a. Discussion on specific items to enforce.
  - b. Request bid for code enforcement.  
*Initial enforcement will be violation and complaint driven. Starting in January the board will start addressing other violations. The newsletter will include an article about this.*
7. **Sunshine Law** (*John Tajkowski*)
  - a. Pertaining to email, phone us, and personal calls.  
*The attorney reminded us about the Missouri's Sunshine Law. It is preferred that phone calls be made instead of emails. Each trustee should familiarize themselves with the Sunshine Law.*
8. **Immigration Requirements** (*John Tajkowski*)
  - a. An ordinance is being prepared to address the new state law.  
*The draft of the model ordinance was distributed. A letter of intent will be sent to the City of St. John that the village requires all state statutes to be followed.*

**Chairman - Phillip Burke**

1. Updated web site.
2. Trimmed approximately 60 feet of overgrowth along I-170 fence.
3. Worked with Robert Fitzgerald to install no parking signs.
4. Sprayed weeds along I-170 fence, curb lines, and on village lot.
5. Assisted in placement of barricades for Overland Lions Fair.

**Finance Commissioner – Carrie Logan**

## Account Balances:

- St. Johns Bank (Checking)      \$ 74,655.91      August 2008
- A. G. Edwards (Money Market)    \$127,041.33      August 2008
- A. G. Edwards (Sewer Lateral)    \$ 29,983.81      August 2008
- P/L statement year to date: Revenue \$60,442.70 Expenses \$53,980.52

**Street Commissioner – Tom Drennan**

1. Checked and cleared drains after storms.

**Building Commissioner – Tom Drennan**

Occupancy Permit Applications / Permits Issued: 3

Vacant Homes/ For Sale / For Lease: 19

Building Inspections / Garage Sale Permits: 6

**Sewer Lateral Administrator – Tom Drennan**

1. 2405 Northland, numerous conversations with resident and contractors. Viewed tape, collapse evident. Approved contractor for repairs.

**Police Commissioner – Robert Fitzgerald**

1. Sign posts were installed at the south end of Ashland and Oakland @ Lackland. "No parking from here to corner" signs will be mounted later this year.
2. A notice of ordinance violation 304 was sent to 2422 Oakland.

<b>Police Report Summary</b>	<b>Reporting Period:</b>
Contact Patrol	129 hours
Time at call site	18 hours
Tickets issued	24
Payments received	\$ 1197.00

**Health Commissioner – Kevin Liebig**

1. Continued with patrolling village for code violations.

Rodent Abatement Requested: 1

Health Code Inspections: 4

The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, September 18, 2008 in the Educational Building of Calvary United Church of Christ, 2501 Hartland Avenue. The meeting was called to order at 7:04 pm. Trustees present were Police Commissioner Robert Fitzgerald, Health Commissioner Kevin Liebig, Finance Commissioner Carrie Logan, Street Commissioner Tom Drennan, and Chairman Phillip Burke. Clerk Joy Drennan and Attorney John Tajkoswki were also present. The meeting opened with the Pledge of Allegiance.

### **Amendment of Agenda:**

The agenda was modified as follows:

1. Add Item 2 "Proposition H" to new business.
2. Add Item 6, "Nuisance Ordinance" to work session.
3. Add Item 7, "Board Packets" to work session.

A motion was made by Carrie Logan and seconded by Tom Drennan to accept the amendments to the agenda. The motion carried unanimously.

### **Approval of Prior Month's Minutes:**

A motion was made by Tom Drennan and seconded by Kevin Liebig to approve the minutes of the August 21, 2008 meeting. The motion carried unanimously.

### **Presentation and Payment of Bills:**

Bills in the amount of \$11,766.45 were presented by Treasurer Joy Drennan. The following warrants (checks) are included in this month's disbursement:

- 6445 (3091) Critter Control for July Billing (\$99.00)

Carrie Logan made a motion to pay the bills as presented; Robert Fitzgerald seconded the motion. The motion carried unanimously.

### **Reports of the Chairman and Commissioners:**

Reports were submitted by the Chairman and the Commissioners and are attached as Appendix A. Robert Fitzgerald made a motion to accept the reports as presented; Tom Drennan seconded the motion. The motion carried unanimously.

### **Discussion from the Floor:**

Barb of Oakland requested the status of 2438 Oakland which has yet to be repaired since a fire approximately 4 years ago. The St. John building inspector will prepare a report on the home for the village. She also mentioned that the lawn adjacent to the sidewalk at 2431 Oakland lawn has not been maintained.

Susan of Northland reported that the patio at 2472 Northland is covered with old wood removed from a previous deck and a derelict vehicle is parked on the premises. The appropriate board commissioners will investigate.

Jim Phillips from the city of St. John noted that the building inspector has been unable to fax the village.

### **Old Business:**

#### **1. Bill 437, Ordinance 428- Fee Structure for Permits (Phillip Burke)**

- a. An ordinance allowing the village to set fees for various permits.

*A motion was made by Carrie Logan and seconded by Robert Fitzgerald for Bill 437.*

*The vote on the said motion was as follows on the first reading:*

Trustee	Abstain	Yes	No	Absent
Kevin Liebig		X		
Robert Fitzgerald		X		
Phillip Burke		X		
Tom Drennan		X		
Carrie Logan		X		

*The vote on the said motion was as follows on the second reading:*

Trustee	Abstain	Yes	No	Absent
Carrie Logan		X		
Tom Drennan		X		
Phillip Burke		X		
Robert Fitzgerald		X		
Kevin Liebig		X		

*Thereupon Bill 437 was declared to be duly enacted as Ordinance 427.*

**New Business:**

**1. Bill 438, Ordinance 429- Immigration Requirements (Phillip Burke)**

a. An ordinance requiring the village and its policing force to follow the state law.

*A motion was made by Robert Fitzgerald and seconded by Tom Drennan for Bill 438.*

*The vote on the said motion was as follows on the first reading:*

Trustee	Abstain	Yes	No	Absent
Carrie Logan		X		
Tom Drennan		X		
Phillip Burke		X		
Robert Fitzgerald		X		
Kevin Liebig		X		

*The vote on the said motion was as follows on the second reading:*

Trustee	Abstain	Yes	No	Absent
Kevin Liebig		X		
Robert Fitzgerald		X		
Phillip Burke		X		
Tom Drennan		X		
Carrie Logan		X		

*Thereupon Bill 438 was declared to be duly enacted as Ordinance 429.*

**2. Proposition H (Phillip Burke)**

*Proposition H will be on the November ballot to fund a new radio system for the county and all municipalities. After discussion Tom Drennan made a motion to contribute \$150 towards Proposition H education through the municipal league. Robert Fitzgerald seconded the motion and it carried unanimously.*

The motion for adjournment was made by Tom Drennan with a second by Carrie Logan. The motion carried unanimously. Adjournment was at 7:45 pm.

Attested by:

Joy Porter Drennan  
 Village Clerk

**Work Session Minutes****1. Sidewalks (Phillip Burke)**

- a. Joy and Phillip have prepared specifications to let out for bid. We intend to select a bid during the October meeting with work to begin after October 20.

*The package is ready for review.*

**2. Snow Plowing (Phillip Burke)**

- a. To whom shall we request snow plowing services?
- b. What should the requirements be for plowing and salting?

*We will get bids from other municipalities and local businesses. The basics of the bid package will be:*

- *2" minimum for plowing*
- *Salting shall be all of Graceland and within 50 feet in all directions of each intersection*
- *A request for salting in an emergency will be fulfilled within 2 hours*
- *Plowing shall be curb to curb. Basic price to be for plowing between 2 and 4". Plowing each additional inch after 4 inches shall be priced per inch per the official snow fall total as recorded at Lambert Field.*

**3. Newsletter and Phone Card (Joy Drennan)**

- a. Review internal and external phone card.

*The internal and external phone cards were reviewed and corrected.*

**4. Compost Dumpsters (Phillip Burke)**

- a. Shall we arrange for compost dumpsters for one weekend in November for homeowners to discard branches and leaves?
- b. Village could also use to get rid of brush and trees we are removing from our right of way and property (village work day?).
- c. How many, how long, and where?
- d. Should the dumpsters be patrolled to verify only compost is deposited?

*The dumpster should be only for city use to prevent it's use for illegal dumping. A date in November will be selected.*

**5. St. John Code Enforcement (Phillip Burke)**

- a. Two bids are required:
  - i. Enforce quality of life items.
  - ii. Enforce building codes.
- b. Quality of life items:
  - i. Trash cans removed by specified time
  - ii. Mowing and weed control - yes
  - iii. Regulation of dumpsters and portable storage units
  - iv. Parking on grass or over sidewalk
  - v. Regulation and inspection of fencing
  - vi. Others?
- c. Enforce building codes:
  - i. On as requested basis inspect, follow up, and enforce building codes for housing stock.
  - ii. Bid on cost per home or on a certain minimum per month.
  - iii. Inspect all homes street by street for any violations.

*For the quality of life items we will prepare a bid package for enforcement of mowing and weed control as well as unauthorized construction of retaining walls, storage sheds and decks. Other items will be covered under our nuisance ordinance. We will request St. John Police Department to enforce parking on the grass or over sidewalks.*

**6. Nuisance Ordinance (Joy Drennan)**

- a. Review current draft.

*Joy presented the draft and the board commented*

**7. Board Packets (Joy Drennan)**

- a. Distribution of meeting packets.

*Joy will prepare board packets for each trustee to review the weekend prior to each meeting.*

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**Chairman - Phillip Burke**

1. Removed barricades for Overland Lions Fair.
2. Trimmed approximately 80 feet of overgrowth along I-170 fence.
3. Worked with Robert Fitzgerald to install no parking signs in four places. Posts and signs were painted black.
4. Replaced damaged no parking sign and post on Walton Road.
5. Sprayed weeds along I-170 fence, curb lines, and on village lot.

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**Finance Commissioner – Carrie Logan**

Account Balances:

- St. Johns Bank (Checking)      \$74,655.91      August 2008
- A. G. Edwards (Money Market)    \$127,130.56      August 2008
- A. G. Edwards (Sewer Lateral)    \$30,020.79      August 2008
- P/L statement year to date: Revenue \$ 72,763.38 Expenses \$ 65,748.54
- State Auditor certified the tax rates and notified St. Louis County.

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**Street Commissioner – Tom Drennan**

1. Checked and cleared drains after storms.

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**Building Commissioner – Tom Drennan**

1. Issued permits as listed.
2. Researched building permit request.
3. Communicated with firemen and Laclede Gas regarding gas line that was cut.
4. Researched AmerenUE successors report and contacted residents for inspections and occupancy permits.

**Occupancy Permit Applications / Permits Issued: 3****Vacant Homes/ For Sale / For Lease: 18****Building Inspections / Garage Sale Permits: 6**

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**Sewer Lateral Administrator – Tom Drennan**

1. 2405 Northland, repairs completed and contractor paid.
2. 2430 Walton, conversation with resident, contractor. Viewed tape, collected bids. Approved contractor for repair.

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**Police Commissioner – Robert Fitzgerald**

1. NO PARKING signs from here to corner at the south end of Ashland and Oakland at Lackland have been installed and the sign posts painted by Chairman Burke.
2. Thanks to Chairman Burke and Trustee Drennan for removing and storing the street blockades after the Overland Lions Fair.
3. Complaint received regarding the intersection at Graceland and Walton. Cars and school buses are not stopping and rolling through stop signs. Too many children cross the street there.

<b>Police Report Summary</b>	<b>Reporting Period:</b>
Contract Patrol	147 hours
Time at call site	31 hours
Tickets issued	91
Payments Received	\$2365.50

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**Health Commissioner – Kevin Liebig**

1. Continued with patrolling village for code violations.
2. Phoned Critter Control re: Graceland, Walton

3. Letter to property at Ashland. Property is terrible condition, high grass and weeds, junk all over property.
4. Spoke with resident at Ashland. Complaints about properties at and Northland.
5. Spoke with resident at Northland regarding condition of property at and Northland.

**Rodent Abatement Requested: 2**

**Health Code Inspections: 4**

The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, October 16, 2008 in the Educational Building of Calvary United Church of Christ, 2501 Hartland Avenue. The meeting was called to order at 7:02 pm. Trustees present were Health Commissioner Kevin Liebig, Street Commissioner Tom Drennan, and Chairman Phillip Burke. Police Commissioner Robert Fitzgerald was excused, Finance Commissioner Carrie Logan was absent. Clerk Joy Drennan and Attorney John Tajkoswki were also present. The meeting opened with the Pledge of Allegiance.

**Amendment of Agenda:**

The agenda was modified as follows:

1. Add Item 1 "New Residents Package" to work session.
2. Add Item 2 "Snow Plowing" to work session.

A motion was made by Tom Drennan and seconded by Kevin Liebig to accept the amendments to the agenda. The motion carried unanimously.

**Approval of Prior Month's Minutes:**

A motion was made by Tom Drennan and seconded by Kevin Liebig to approve the minutes of the September 18, 2008 meeting. The motion carried unanimously.

**Presentation and Payment of Bills:**

Bills in the amount of \$12,387.32 were presented by Treasurer Joy Drennan. The following warrants (checks) are included in this month's disbursement:

- 6455 (3099) Mayors of Small Cities (\$100.00)
- 6469 (3111) Municipal League Emergency Radio Fund (\$150.00)

Kevin Liebig made a motion to pay the bills as presented; Tom Drennan seconded the motion. The motion carried unanimously.

**Reports of the Chairman and Commissioners:**

Reports were submitted by the Chairman and the Commissioners and are attached as Appendix A. Kevin Liebig made a motion to accept the reports as presented; Tom Drennan seconded the motion. The motion carried unanimously.

**Discussion from the Floor:**

Capt. Morris from the St. John Police Department distributed a new ordinance for parental neglect that St. John recently adopted. He also mentioned that on Thursday October 23 from 5pm-11pm at Applebee's the St. John Police Department will have a fundraiser for scholarships for RHS seniors.

**Old Business:**

None.

**New Business:**

1. **Bill 439, Ordinance 430- Sidewalk Improvements 2008** (*Phillip Burke*)
  - a. Open and record bids for sidewalk improvements.
  - b. Select contractor.
  - c. Approve ordinance authorizing the Chairperson of the Board of Trustees to execute a contract for the construction of street repairs and improvements.

*E. Meier was selected as the contractor. A motion was made by Kevin Liebig and seconded by Tom Drennan for Bill 439.*



*The vote on the said motion was as follows on the first reading:*

Trustee	Abstain	Yes	No	Absent
Kevin Liebig		X		
Tom Drennan		X		
Phillip Burke		X		
Robert Fitzgerald				X
Carrie Logan				X

*The vote on the said motion was as follows on the second reading:*

Trustee	Abstain	Yes	No	Absent
Phillip Burke		X		
Tom Drennan		X		
Kevin Liebig		X		
Robert Fitzgerald				X
Carrie Logan				X

*Thereupon Bill 439 was declared to be duly enacted as Ordinance 430.*

**2. Bill 440, Ordinance 431- Tree Planting 2008 (Phillip Burke)**

- a. The TRIM grant for the city was approved by the Missouri Department of Conservation.
- b. Bid is for 10 trees for \$2100.00 from A. Waldbart and Sons Nursery, grant is in amount of \$1308.00. Local cost share is \$872.00 less \$80.00 of volunteer labor.
- c. Approve ordinance authorizing the Chairperson of the Board of Trustees to execute a contract for the planting of trees.

*A motion was made by Tom Drennan and seconded by Kevin Liebig for Bill 440.*

*The vote on the said motion was as follows on the first reading:*

Trustee	Abstain	Yes	No	Absent
Tom Drennan		X		
Kevin Liebig		X		
Phillip Burke		X		
Robert Fitzgerald				X
Carrie Logan				X

*The vote on the said motion was as follows on the second reading:*

Trustee	Abstain	Yes	No	Absent
Phillip Burke		X		
Tom Drennan		X		
Kevin Liebig		X		
Robert Fitzgerald				X
Carrie Logan				X

*Thereupon Bill 440 was declared to be duly enacted as Ordinance 431.*

The motion for adjournment was made by Tom Drennan with a second by Kevin Liebig. The motion carried unanimously. Adjournment was at 8:02pm.

Attested by:

Joy Porter Drennan  
Village Clerk

**Work Session Minutes**

1. **New Resident Package** (*Joy Drennan*)
  - a. Joy has prepared a new resident package.  
*Trustees to review package and return to Joy with suggestions.*
2. **Snow Plowing** (*Phillip Burke*)
  - a. What should the requirements be for plowing and salting?  
*The bid proposal was reviewed and modified.*

---

**Chairman - Phillip Burke**

1. Attended Mayors of Small Cities meeting on September 17<sup>th</sup> in Normandy.
2. Performed minor trimming of overgrowth along I-170 fence.

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**Finance Commissioner – Carrie Logan**

## Account Balances:

- St. Johns Bank (Checking)                      \$82,780.31                      September 2008
- A. G. Edwards (Money Market)                \$129,237.28                    September 2008
- A. G. Edwards (Sewer Lateral)                \$27,808.41                    September 2008
- P/L statement year to date: Revenue \$ 84,038.48                      Expenses \$ 78,936.66

1. State auditor accepted financial report.
2. Researched financial statements for the past 15 years for a study being conducted by East-West Gateway Council of Governments.

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**Street Commissioner – Tom Drennan**

1. Checked and cleared drains after storms.

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**Building Commissioner – Tom Drennan**

1. Issued permits as listed.
2. Met with 2431 Walton regarding dumpster in front yard.
3. Met with homeowner at 2456 Ashland regarding failed items and those that needed to be completed prior to taking up residency.
4. Met with repair man regarding 2435 Northland and needs before issuing occupancy permit.
5. Researched AmerenUE successors report and contacted residents for inspections and occupancy permits.

**Occupancy Permit Applications / Permits Issued: 1****Vacant Homes/ For Sale / For Lease: 17****Building Inspections / Garage Sale Permits: 3**

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**Sewer Lateral Administrator – Tom Drennan**

1. 2430 Walton, conversation with resident, contractor. Viewed tape, collected bids. Approved contractor for repair. Repair completed, contractor paid.

---

**Police Commissioner – Robert Fitzgerald**

<b>Police Report Summary</b>	<b>Reporting Period:</b>
Contract Patrol	116 hours
Time at call site	13 hours
Tickets issued	24
Payments received	\$1890.00

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**Health Commissioner – Kevin Liebig**

1. Continued with patrolling village for code violations.

**Rodent Abatement Requested: 0****Health Code Inspections: 0**

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The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, November 20, 2008 in the Educational Building of Calvary United Church of Christ, 2501 Hartland Avenue. The meeting was called to order at 7:00 pm. Trustees present were Health Commissioner Kevin Liebig, Street Commissioner Tom Drennan, Finance Commissioner Carrie Logan, Police Commissioner Robert Fitzgerald and Chairman Phillip Burke. Clerk Joy Drennan and Attorney John Tajkoswki were also present. The meeting opened with the Pledge of Allegiance.

### **Amendment of Agenda:**

The agenda was modified as follows:

1. Add Item 3 "Snow Plowing" to new business.

A motion was made by Carrie Logan and seconded by Robert Fitzgerald to accept the amendments to the agenda. The motion carried unanimously.

### **Approval of Prior Month's Minutes:**

A motion was made by Robert Fitzgerald and seconded by Tom Drennan to approve the minutes of the October 16, 2008 meeting. The motion carried unanimously.

### **Presentation and Payment of Bills:**

Bills in the amount of \$12,062.85 were presented by Treasurer Joy Drennan. The following warrants (checks) are included in this month's disbursement:

- 6487 (3127) St. Louis Municipal League (\$25.00)

Tom Drennan made a motion to pay the bills as presented; Kevin Liebig seconded the motion. The motion carried unanimously.

### **Reports of the Chairman and Commissioners:**

Reports were submitted by the Chairman and the Commissioners and are attached as Appendix A. Robert Fitzgerald mentioned that no police report was available from the City of St. John this month. Phillip Burke reported on the status of the sidewalk project. Kevin Liebig made a motion to accept the reports as presented; Robert Fitzgerald seconded the motion. The motion carried unanimously.

### **Discussion from the Floor:**

There was no discussion from the floor.

### **Old Business:**

None.

### **New Business:**

#### **1. Bill 441, Ordinance 432-Election Filing Ordinance (Phillip Burke)**

- a. Adopt ordinance.

*Carrie Logan made a motion for the bill and Tom Drennan seconded the motion.*

*The vote on the said motion was as follows on the first reading:*

Trustee	Abstain	Yes	No	Absent
Carrie Logan		X		
Tom Drennan		X		
Phillip Burke		X		
Kevin Liebig		X		
Robert Fitzgerald		X		

*The vote on the said motion was as follows on the second reading:*

Trustee	Abstain	Yes	No	Absent
Kevin Liebig		X		
Robert Fitzgerald		X		
Phillip Burke		X		
Tom Drennan		X		
Carrie Logan		X		

*Thereupon Bill 441 was declared to be duly enacted as Ordinance 432.*

#### **2. Retention of Civil Engineer (Phillip Burke)**

- a. Currently we spend \$200/month on a retainer with Weis Design Group.

*A motion was made by Kevin Liebig and seconded by Carrie Logan to discontinue our retainer with Weis Design Group. The motion passed unanimously. Chairman Burke will send a letter to notify Weis Design Group.*

**3. Snow Plowing (Phillip Burke)**

*The village entered into an agreement with the City of St. John for snow plowing for the 2008/2009 winter season. The agreement is currently based at \$405 per hour for salting and plowing curb to curb. St. John will bill by the second week of each in 15 minute increments and provide time logs for each bill. An ordinance will be prepared for December to enact this agreement.*

The motion for adjournment was made by Kevin Liebig with a second by Tom Drennan. The motion carried unanimously. Adjournment was at 7:40 pm.

Attested by:

Joy Porter Drennan  
Village Clerk

## Work Session Minutes

**1. ICC Code**

*The final draft of the property maintenance code was read and amended. It will be presented as an ordinance for the December 2008 meeting.*

**2. Nuisance**

*The final draft of the Nuisance ordinance was read and will be presented as an ordinance for the December 2008 meeting.*

**3. Newsletter and Phone Card**

*The phone card is complete. The Newsletter is in its final draft.*

**4. St. John Code Enforcement**

*This will be continued to January 2009.*

**5. Parental Neglect Ordinance**

*This will be continued to January 2009.*

**6. New Resident Packet**

*This will be continued to January 2009.*

**7. Add Caller ID to phone**

*Phillip will investigate adding caller ID to our phone service along with a messaging service.*

**Chairman - Phillip Burke**

1. Attended Mayors of Small Cities meeting on October 15<sup>th</sup> in Normandy.
  2. Attended St. Louis County Municipal League meeting on October 23<sup>rd</sup> in Overland.
  3. Finished trimming overgrowth along I-170 fence.
  4. Rewired office phone system for answering machine.
  5. Created new email addresses for most accounts.
  6. Removed damaged sign and post on Walton Road.
  7. Moved signage as required for new sidewalk project.
  8. Reviewed and inspected sidewalk replacement project.
- 

**Finance Commissioner – Carrie Logan**

## Account Balances:

- St. Johns Bank (Checking) \$ 74,035.34 October 2008
  - A. G. Edwards (Money Market) \$ 129,402.29 October 2008
  - A. G. Edwards (Sewer Lateral) \$ 25,761.58 October 2008
  - P/L statement year to date Revenues \$ 96,947.42
  - P/L statement year to date Expenses \$ 90,999.51
- 

**Street Commissioner – Tom Drennan**

Nothing to report this month.

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**Building Commissioner – Tom Drennan**

1. Issued permits as listed.
2. Maintained contact with homeowner at 2456 Ashland regarding failed items and those that needed to be completed prior to taking up residency.
3. Met with owner regarding 2435 Northland and needs before issuing occupancy permit.
4. Researched AmerenUE successors report and contacted residents for inspections and occupancy permits.

**Vacant Homes/ For Sale / For Lease (October 2008): 17**

**Building Inspections / Permits: 4**

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**Sewer Lateral Administrator – Tom Drennan**

1. Delivered sewer lateral information to following addresses:
    - 2412 Northland
    - 2431 Northland
    - 2452 Brown
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**Police Commissioner – Robert Fitzgerald**

Information unavailable at time of printing.

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**Health Commissioner – Kevin Liebig**

1. Continued with patrolling village for code violations.

**Rodent Abatement Requested: 0**

**Health Code Inspections: 0**

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The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, December 18, 2008 in the Educational Building of Calvary United Church of Christ, 2501 Hartland Avenue. The meeting was called to order at 7:00 pm. Trustees present were Health Commissioner Kevin Liebig, Street Commissioner Tom Drennan, Finance Commissioner Carrie Logan, and Police Commissioner Robert Fitzgerald. Chairman Phillip Burke was excused. Clerk Joy Drennan and Attorney John Tajkoswki were also present. The meeting opened with the Pledge of Allegiance.

### **Amendment of Agenda:**

The agenda was modified as follows:

1. Delete Item 2 "Snow Plowing Contract" from new business.

A motion was made by Tom Drennan and seconded by Kevin Liebig to accept the amendments to the agenda. The motion carried unanimously.

### **Approval of Prior Month's Minutes:**

A motion was made by Tom Drennan and seconded by Carrie Logan to approve the minutes of the November 20, 2008 meeting. The motion carried unanimously.

### **Presentation and Payment of Bills:**

Bills in the amount of \$ 14,542.68 were presented by Treasurer Joy Drennan. The following warrants (checks) are included in this month's disbursement:

- 6486 (3126) MOPERM - For Village Insurance (\$1668.00)
- 6489 (3129) Phillip Burke - For Pandemic Flu (Emergency Management ) (\$10.00)
- 6490 (3131) St. Louis County of Health (Mosquito Spraying) (\$306.00)
- 6491 (3132) City of St. John (Housing Inspections) (\$360.00)

Carrie Logan made a motion to pay the bills as presented; Kevin Liebig seconded the motion. The motion carried unanimously.

### **Reports of the Chairman and Commissioners:**

Reports were submitted by the Chairman and the Commissioners and are attached as Appendix A. Carrie Logan reported that all the CDs are set to roll over on a rotating quarterly basis. Robert Fitzgerald reported that no data had been received from St. John's Police Department this month. Joy Drennan mentioned that no court fines have been received since July 2008. Tom Drennan will contact Terry Milam about a snow plowing contract. Tom Drennan made a motion to accept the reports as presented; Kevin Liebig seconded the motion. The motion carried unanimously.

### **Discussion from the Floor:**

*None.*

### **Old Business:**

#### **1. 2008 Sidewalk Project (Tom Drennan)**

##### **a. Discussion**

*Tom Drennan reported that the sidewalk project was completed. He has contacted E. Meier for billing.*

### **New Business:**

#### **1. Business Licenses (Joy Drennan)**

##### **a. Approval of 2008 business licenses.**

*Kevin Liebig made a motion to approve the business licenses presented and Tom Drennan seconded the motion. There was some discussion about Tyvark Auto Repair. Joy Drennan will contact the county concerning the licensing of this business. The motion carried unanimously.*

The motion for adjournment was made by Carrie Logan with a second by Tom Drennan. The motion carried unanimously. Adjournment was at 7:32 pm.



Attested by:

Joy Porter Drennan  
Village Clerk

**Chairman - Phillip Burke**

1. Attended Mayors of Small Cities meeting on November 19<sup>th</sup> in Normandy.
  2. Attended St. Louis County Municipal League Legislative Breakfast on November 22<sup>nd</sup>.
  3. Attended Pandemic Flu Training Session as Emergency Management Coordinator on December 11<sup>th</sup> in Richmond Heights.
  4. Reviewed and inspected sidewalk replacement project.
  5. Cleaned off curbs and storm drains.
  6. Removed brush from village lot on Lackland.
  7. Repaired damaged street signs at Graceland and Hartland.
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**Finance Commissioner – Carrie Logan**

## Account Balances:

- St. Johns Bank (Checking) \$ 74,035.34 December 2008
  - A. G. Edwards (Money Market) \$ 129,402.29 December 2008
  - A. G. Edwards (Sewer Lateral) \$ 25,761.58 December 2008
  - P/L statement year to date Revenues \$ 96,947.42
  - P/L statement year to date Expenses \$ 90,999.51
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**Street Commissioner – Tom Drennan**

Nothing to report this month.

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**Building Commissioner – Tom Drennan**

1. Issued permits as listed.
2. Maintained contact with a homeowner at 24XX Ashland regarding failed items and those that needed to be completed prior to taking up residency.
3. Met with owner regarding 24XX Northland and needs before issuing occupancy permit.
4. Researched AmerenUE successors report and contacted residents for inspections and occupancy permits.

**Vacant Homes/ For Sale / For Lease (December 2008): 17**

**Building Inspections / Permits: 4**

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**Sewer Lateral Administrator – Tom Drennan**

1. Delivered sewer lateral information 3 addresses.
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**Police Commissioner – Robert Fitzgerald**

Information unavailable at time of printing

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**Health Commissioner – Kevin Liebig**

1. Continued with patrolling village for code violations.

**Rodent Abatement Requested: 0**

**Health Code Inspections: 0**

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