

The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, January 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 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. Under New Business add Tyvark Auto Repair Business.
2. Under New Business add Bill 443 Ordinance 434 CDBG Agreement.

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 December 18, 2008 meeting. The motion carried unanimously.

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

Bills in the amount of \$ 53,371.69 were presented by Treasurer Joy Drennan. The following warrants (checks) are included in this month's disbursement:

- 6506 (3153) E. Meier Contracting, Inc. - 2008 Sidewalk Project (\$38,830.00)
- 6508 (3155) Missouri Municipal League - Annual Dues (\$293.59)
- 6511 (3158) The Scott's Landscaping - Mowing Services (\$400.00)
- 6512 (3159) EPC, Inc. - Annual Website Hosting (\$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. 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. Bill 442, Ordinance 433 - ICC Code (Phillip Burke)**

- a. Adopt ordinance to approve ICC Code with VOSH modifications.

*Kevin Liebig 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
Tom Drennan		X		
Robert Fitzgerald		X		
Phillip Burke		X		
Carrie Logan		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		
Carrie Logan		X		
Phillip Burke		X		
Robert Fitzgerald		X		
Tom Drennan		X		

*Thereupon Bill 442 was declared to be duly enacted as Ordinance 433.*

**New Business:**

**1. Tyvark Auto Repair Business (Phillip Burke)**

*There is concern that Tyvark Auto Repair may be operating business without a license. We have probable cause to have St. John Police Department to run VINs on vehicles on property to show ownership. A warning will be provided allowing the owner 7 days to come into compliance prior to any citations being issued per Ord 304..*

**2. Bill 443, Ordinance 434 - CDBG Agreement (Phillip Burke)**

- a. Allows the chairman to enter an agreement with the Community Development Block Grant Program.

*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
Tom Drennan		X		
Robert Fitzgerald		X		
Phillip Burke		X		
Carrie Logan		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		
Carrie Logan		X		
Phillip Burke		X		
Robert Fitzgerald		X		
Tom Drennan		X		

*Thereupon Bill 443 was declared to be duly enacted as Ordinance 434.*

The motion for adjournment was made by Carrie Logan with a second by Kevin Liebig. The motion carried unanimously. Adjournment was at 7:36 pm.

Attested by:

Joy Porter Drennan  
Village Clerk

**Work Session Minutes**

**1. Sewer Lateral Review**

*The ordinance is broad enough to allow a cleanout to be installed during lateral repair as long as cost is reasonable.*

**2. Nuisance Ordinance Review**

*We will use optional enforcement but use health commissioner or their designee.*

**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 discussed at the February 2009 meeting.*

**5. Parental Neglect Ordinance**

*This will be presented as an ordinance at the February 2009 meeting.*

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**Chairman - Phillip Burke**

1. Nothing to report.

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**Finance Commissioner – Carrie Logan**

Account Balances:

- St. Johns Bank (Checking) \$ 100,401.34 December 2008
- A. G. Edwards (Money Market) \$ 130,584.02 December 2008
- A. G. Edwards (Sewer Lateral) \$ 25,829.37 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**

1. Cleaned sewer outlets prior to, during and after storms.

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**Building Commissioner – Tom Drennan**

Occupancy Permit Applications / Permits Issued: 2

Vacant Homes/ For Sale / For Lease (December 2008): 13

Building Inspections / Permits: 2

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**Sewer Lateral Administrator – Tom Drennan**

1. Delivered sewer lateral information to 1 address.

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**Police Commissioner – Robert Fitzgerald**

<b>Police Report Summary</b>	<b>Reporting Period:</b>
Contract Patrol	133 hours
Time at call site	10 hours
Tickets issued	17
Payments received	\$1,133.83

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**Health Commissioner – Kevin Liebig**

1. Continued with patrolling village for code violations.

Rodent Abatement Requested: 0

Health Code Inspections: 0

The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, February 19, 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, Police Commissioner Robert Fitzgerald, and Chairman Phillip Burke. Clerk Joy Drennan and Attorney John Tajkoswki were also present. Finance Commissioner Carrie Logan was excused. The meeting opened with the Pledge of Allegiance.

### **Amendment of Agenda:**

The agenda was modified as follows:

1. Under New Business add Bill 446 Ordinance 438 St. John Snow Plowing.
2. Under New business add discussion concerning Tyvark auto repair.
3. Under Work Session add discussion on Municipal agreements

A motion was made by Robert Fitzgerald 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 Robert Fitzgerald to approve the minutes of the January 15, 2008 meeting. The motion carried unanimously.

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

Bills in the amount of \$ 11,866.21 were presented by Treasurer Joy Drennan. The following warrants (checks) are included in this month's disbursement:

- 6519 (3167) City of St. John. - Housing Inspection (\$45.00)

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:**

The Treasurer reported that our profit and loss looks better now that our court fines have been paid. 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:**

#### **1. Tyvark Auto Repair**

- a. Condition of Property

*St. John police detectives found some irregular items in their inspection of Tyvark Auto Repair including stolen items for which warrants will be applied for. It appears that the business has been vacated with items moved to the owner's other operations. A search of the tax records shows Herb Bartaeu Jr. as the owner of property. The City of St. John will perform an external inspection of the property then give notice to the owner with a 14 day compliance window. On the 15<sup>th</sup> day a re-inspection will occur and the owner will be cited for any non-compliance.*

#### **2. Bill 444, Ordinance 436 - Nuisance Ordinance**

*Robert Fitzgerald made a motion for the bill and Kevin Liebig seconded the motion.*

*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 444 was declared to be duly enacted as Ordinance 436.*

**3. Bill 445, Ordinance 437 - Parental Responsibility Code**

*Tom Drennan made a motion for the bill and Kevin Liebig seconded the motion.*

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

Trustee	Abstain	Yes	No	Absent
Tom Drennan		X		
Phillip Burke		X		
Robert Fitzgerald		X		
Kevin Liebig		X		
Carrie Logan				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 445 was declared to be duly enacted as Ordinance 437.*

**4. Bill 446, Ordinance 438 - St. John Snow Plowing**

*Kevin Liebig 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
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 446 was declared to be duly enacted as Ordinance 438.*

The motion for adjournment was made by Robert Fitzgerald with a second by Tom Drennan. The motion carried unanimously. Adjournment was at 7:28 pm.

Attested by:

Joy Porter Drennan  
Village Clerk

**Work Session Minutes****1. St. John Code Enforcement Contract**

*It was noted that the village has passed ICC code and nuisance ordinances to be similar in structure to St. John inspection requirements.*

*The attorney will check to see if there is a requirement for St. John inspectors to be deputized by the village. It was agreed that the first phase of compliance will be individual properties as requested by the village. The city of St. John will prepare the costs to the village for inspection, notifying owner, re-inspection, and citations for each property requesting review by the village. An ordinance will be prepared for next month.*

**2. Newsletter Distribution**

*The newsletter will be distributed after the election and will include references to recently passed ordinances.*

**3. New office phones and add caller ID**

*Joy will investigate buying a phone and Phillip will research available packages from AT&T.*

**4. Municipal Agreements**

*Our agreements with other cities and other vendors were reviewed.*

**Chairman - Phillip Burke**

1. Attended Mayors of Small Cities meeting on January 21<sup>st</sup> in Normandy.
2. Attended St. Louis County Municipal League meeting on January 22<sup>nd</sup> in Webster Groves.
3. Installed electrical covers on underground wiring along Graceland.

**Finance Commissioner – Carrie Logan**

Account Balances:

- St. Johns Bank (Checking) \$ 82,531.35 January 2009
- A. G. Edwards (Money Market) \$ 130,789.17 January 2009
- A. G. Edwards (Sewer Lateral) \$ 25,835.93 January 2009
- P/L statement year to date Revenues \$ 172,107.15
- P/L statement year to date Expense \$ 157,091.66

**Street Commissioner – Tom Drennan**

1. Cleaned sewer outlets prior to, during and after storms.
2. Removed deceased animals from streets.

**Building Commissioner – Tom Drennan**

Occupancy Permit Applications / Permits Issued: 3

Vacant Homes/ For Sale / For Lease (December 2008): 12

Building Inspections / Permits: 4

**Sewer Lateral Administrator – Tom Drennan**

1. Inspected, reviewed invoice, paid account for 1 address.

**Police Commissioner – Robert Fitzgerald**

<b>Police Report Summary</b>	<b>Reporting Period:</b>
Contract Patrol	134 hours
Time at call site	22 hours
Tickets issued	28
Payments received	\$1,630.00

**Health Commissioner – Kevin Liebig**

1. Continued with patrolling village for code violations.

Rodent Abatement Requested: 0

Health Code Inspections: 0



The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, March 19, 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, Police Commissioner Robert Fitzgerald, and Chairman Phillip Burke. Clerk Joy Drennan and Attorney John Tajkoswki were also present. Finance Commissioner Carrie Logan was excused. The meeting opened with the Pledge of Allegiance.

**Amendment of Agenda:**

The agenda was modified as follows:

1. Under Work Session add discussion on sod along Graceland.
2. Under Work Session add tax levy review.

A motion was made by Kevin Liebig 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 February 19, 2008 meeting. The motion carried unanimously.

**Presentation and Payment of Bills:**

Bills in the amount of \$ 15,611.66 were presented by Treasurer Joy Drennan. The following warrants (checks) are included in this month's disbursement:

- 6528 (3174) Board of Election Commissioners - Election Costs (\$400.98)
- 6535 (3183) City of St. John. - Housing Inspections (\$135.00)
- 6536 (3183) City of St. John. - Snow Plowing (\$810.00)
- 6546 (3190) Joy Drennan - New Phone (\$96.13)

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:**

Tom Drennan mentioned there have been many inquiries about the sewer lateral program so there may be several repairs in the next few months. 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; Kevin Liebig seconded the motion. The motion carried unanimously.

**Discussion from the Floor:**

*None*

**Old Business:**

*None*

**New Business:****1. Bill 447, Ordinance 439 - St. John Code Enforcement**

*The ordinance is not ready as we have not received cost estimates from St. John.*

The motion for adjournment was made by Tom Drennan with a second by Kevin Liebig. The motion carried unanimously. Adjournment was at 7:09 pm.

Attested by:

Joy Porter Drennan  
Village Clerk

**Work Session Minutes**

**1. Review Budget**

*Joy prepared the budget and the board reviewed each line item. The required public hearing notices will be posted around the village.*

**2. Mowing Services**

*Kevin and Phillip will work on details.*

**3. Sod along Graceland**

*Grass seed was put down by the contractor and has started to germinate, the homeowner has the responsibility to nurture the area.*

**4. Tax Levy**

*New legislation requires us to give an estimate of taxes for 2009 year. Joy prepared the data to send to the County and it was reviewed by the board.*

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**Chairman - Phillip Burke**

1. Cleaned village lot.
2. Attended St. Louis County Municipal League meeting on February 19, 2009

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**Finance Commissioner – Carrie Logan**

## Account Balances:

- St. Johns Bank (Checking) \$ 90,738.53 February 2009
- A. G. Edwards (Money Market) \$ 130,685.84 February 2009
- A. G. Edwards (Sewer Lateral) \$ 23,540.85 February 2009
- P/L statement year to date Revenues \$ 187,505.64 thru March 17, 2009
- P/L statement year to date Expense \$ 184,807.06 thru March 17, 2009

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**Street Commissioner – Tom Drennan**

1. Cleaned sewer outlets prior to, during and after storms.
2. Spoke with new home owner at 2465 Ashland regarding need for occupancy inspection and permit.
3. Spoke with home owner at 2512 regarding need for occupancy inspection and permit.
4. Inspected 2456 Ashland, still in need of soffit repair.

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**Building Commissioner – Tom Drennan**

Occupancy Permit Applications / Permits Issued: None

Vacant Homes/ For Sale / For Lease (March 2009): 17

Building Inspections / Permits: 1 (failed)

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**Sewer Lateral Administrator – Tom Drennan**

1. Spoke with new owner of 2465 Ashland regarding sewer lateral program.

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**Police Commissioner – Robert Fitzgerald**

Police Report Summary	Reporting Period:
Contract Patrol	123 hours
Time at call site	26 hours
Tickets issued	48
Payments received	\$1,176.00

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**Health Commissioner – Kevin Liebig**

1. Continued with patrolling village for code violations.
2. Called AmerenUE regarding street light out at 8836 Graceland.
3. Cleaned sewer outlets at Brown and Graceland.

**Rodent Abatement Requested: 2**

1. 2471 Hartland
2. 8605 Graceland – resident expressed concerns that rats are coming from Charlack Park, open drainage ditch and possibly due to lack of maintenance at a neighbor's home.

**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, April 16, 2008 in the Educational Building of Calvary United Church of Christ, 2501 Hartland Avenue. The meeting was called to order at 7:05 pm. Trustees present were Health Commissioner Kevin Liebig, Street Commissioner Tom Drennan, and Chairman Phillip Burke. Clerk Joy Drennan and Attorney John Tajkoswki were also present. Finance Commissioner Carrie Logan and Police Commissioner Robert Fitzgerald were excused. The meeting opened with the Pledge of Allegiance.

### **Amendment of Agenda:**

The agenda was modified as follows:

1. Under New Business under item 3 add *Bill 449, Ordinance 441*.
2. Under Work Session add item 3 *Village Lot*.

A motion was made by Tom Drennan Liebig 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 March 19, 2008 meeting. The motion carried unanimously.

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

Bills in the amount of \$14,594.95 were presented by Treasurer Joy Drennan. The following warrants (checks) are included in this month's disbursement:

- 6553 (3197) City of St. John. - Housing Inspections (\$45.00)
- 6554 (3197) City of St. John. - Snow Plowing (\$202.50)
- 6555 (3198) Critter Control - Rat Abatement (\$118.00)
- 6565 (3191) Waldbart & Sons Nursery - 2009 tree replacement, TRIM Grant (\$2100.00)
- 6566 (AWD) Deluxe Business System - Checks and deposit slip reorder (\$102.65)

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:**

Tom Drennan mentioned there have been many inquiries about the sewer lateral program so there may be several repairs in the next few months. 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 commented on results of surveying the R&R property. He also mentioned that the scholarship program for Ritenour High School will have a fundraiser at the BS Bar and Grill on Friday May 1, 2009.*

### **Old Business:**

*None*

### **New Business:**

#### **1. Bill 447, Ordinance 439 - Police Contract**

- a. An ordinance allowing the Chairman to enter into agreement with the City of St. John for Police services within the village.

*Tom Drennan made a motion for the bill and Kevin Liebig seconded the motion.*

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

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

*Thereupon Bill 447 was declared to be duly enacted as Ordinance 439.*

**2. Bill 448, Ordinance 440 - St. John Code Enforcement t**

a. An ordinance allowing the Chairman to enter into agreement with the City of St. John for Code Enforcement within the village.

*Kevin Liebig 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
Phillip Burke		X		
Tom Drennan		X		
Robert Fitzgerald				X
Kevin Liebig		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		
Robert Fitzgerald				X
Kevin Liebig		X		
Carrie Logan				X

*Thereupon Bill 448 was declared to be duly enacted as Ordinance 440.*

**3. Bill 449, Ordinance 441 - 2009/2010 Budget**

An ordinance adopting the budget for the fiscal year.

*Kevin Liebig 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
Phillip Burke		X		
Tom Drennan		X		
Robert Fitzgerald				X
Kevin Liebig		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		
Robert Fitzgerald				X
Kevin Liebig		X		
Carrie Logan				X

*Thereupon Bill 449 was declared to be duly enacted as Ordinance 441.*

The motion for adjournment was made by Tom Drennan with a second by Kevin Liebig. The motion carried unanimously. Adjournment was at 7:37 pm.

Attested by:

Joy Porter Drennan  
Village Clerk

**Work Session Minutes**

**1. Mowing Services**

*Joy has prepared an outline of the contract which was reviewed and edited. Phillip will prepare a map of the areas to be mowed.*

**2. Tree Survey**

*Some of the board members will meet in May to perform a tree survey of Walton and Oakland.*

**3. Village Lot**

*Phillip will prepare a bid package to have the lot leveled and provide removal of excess dirt on the lot.*

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**Chairman - Phillip Burke**

1. Cleaned village lot.
  2. Attended Mayors of Small Cities Meeting on March 18, 2009.
  3. Attended St. Louis County Municipal League meeting on March 26, 2009.
  4. Coordinated with landscaping company for tree planting for TRIM grant.
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**Finance Commissioner – Carrie Logan**

## Account Balances:

- St. Johns Bank (Checking) \$ 74,569.84 April 2009
  - A. G. Edwards (Money Market) \$ 130,668.48 April 2009
  - A. G. Edwards (Sewer Lateral) \$ 23,542.47 April 2009
  - P/L statement year to date Revenues \$ 187,555.10 FY 2008-2009
  - P/L statement year to date Expense \$ 184,826.04 FY 2008-2009
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**Street Commissioner – Tom Drennan**

1. Cleaned sewer outlets prior to, during and after storms.
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**Building Commissioner – Tom Drennan**

Occupancy Permit Applications / Permits Issued: 2

Vacant Homes/ For Sale / For Lease (March 2009): 14

Building Inspections / Permits: 1

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**Sewer Lateral Administrator – Tom Drennan**

1. 2465 Ashland regarding sewer lateral program.
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**Police Commissioner – Robert Fitzgerald**

1. Investigated leaf burning on Ashland Avenue.

<b>Police Report Summary</b>	<b>Reporting Period:</b>
Contract Patrol	81 hours
Time at call site	13 hours
Tickets issued	37
Payments received	\$2,203.00

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**Health Commissioner – Kevin Liebig**

1. Continued with patrolling village for code violations.

Rodent Abatement Requested: 2

Health Code Inspections: 0

The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, May 21, 2009 in the Educational Building of Calvary United Church of Christ, 2501 Hartland Avenue. The meeting was called to order at 7:05 pm. Trustees present were Health Commissioner Kevin Liebig, Street Commissioner Tom Drennan, Police Commissioner Robert Fitzgerald and Chairman Phillip Burke. Clerk Joy Drennan and Attorney John Tajkoswki were also present. Finance Commissioner Carrie Logan was excused. The meeting opened with the Pledge of Allegiance.

**Reading of Election Results:**

The clerk read the results of the April 2009 Elections.

**Oath of Office:**

Tom Drennan and Phillip Burke took the oath of office.

**Amendment of Agenda:**

The agenda was modified as follows:

1. Under New Business add item 3 *Charter Communications*.
2. Under Work Session add item 3 *Mowing Services*.

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 Robert Fitzgerald to approve the minutes of the April 16, 2009 meeting. The motion carried unanimously.

**Presentation and Payment of Bills:**

Bills in the amount of \$12,356.92 were presented by Treasurer Joy Drennan. The following warrants (checks) are included in this month's disbursement:

- 8578 (32032) Joy Drennan - Stamps (\$84.00)

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:**

The treasurer reported our income and payments are about even for the year.

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; Kevin Liebig seconded the motion. The motion carried unanimously.

**Discussion from the Floor:**

*Barbara Jay of Oakland Avenue requested contact information for wild animals. Residents should contact St. Louis County animal control directly for any issues. She also noted that 2438 Oakland is in disrepair. The village is currently working this issue.*

*The St. John Building Inspector will inspect and cite if necessary the steel shed at 8621 Lackland.*

**Old Business:**

*None*

**New Business:****1. Bill 450, Ordinance 442 - Appointment of Public Officials for 2009/2010**

- a. An ordinance appointing the officials of the village.

*Tom Drennan made a motion for the bill and Kevin Liebig seconded the motion.*



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

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

*Thereupon Bill 450 was declared to be duly enacted as Ordinance 442.*

**2. 8923 Midland (Corner of Brown and Midland) and 2431 Walton**

*The village will request the St. John Building Inspector to inspect these properties.*

**3. Charter Communications - Unsecured Claims**

*An officer of the board of trustees, Kevin Liebig, made a motion to have John Tajkoswki approved as the authorized signatory of Charter Communications bankruptcy action. Tom Drennan seconded the motion. The motion passed unanimously.*

The motion for adjournment was made by Tom Drennan with a second by Robert Fitzgerald. The motion carried unanimously. Adjournment was at 7:48 pm.

Attested by:

Joy Porter Drennan  
Village Clerk

**Work Session Minutes**

**1. Tree Survey**

*Some of the board members will meet in June to perform a tree survey of Walton and Oakland.*

**2. Banking Services**

*We are still coming out ahead.*

**3. Mowing Services**

*Joy will send out the bid packages.*

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**Chairman - Phillip Burke**

1. Cleaned village lot.
  2. Attended Mayors of Small Cities Meeting in April 2009.
  3. Finished paperwork on TRIM grant.
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**Finance Commissioner – Carrie Logan**

Account Balances:

- St. Johns Bank (Checking)                      \$ 70,679.37    May 2009
  - A. G. Edwards (Money Market)                \$ 130,930.95    May 2009
  - A. G. Edwards (Sewer Lateral)                \$ 21,557.66    May 2009
- 

**Street Commissioner – Tom Drennan**

1. Cleaned sewer outlets prior to, during and after storms.
- 

**Building Commissioner – Tom Drennan**

Occupancy Permit Applications / Permits Issued: None

Vacant Homes/ For Sale / For Lease (April 2009): 7

Building Inspections / Permits: 2

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**Sewer Lateral Administrator – Tom Drennan**

1. 24XX Ashland regarding sewer lateral program.
- 

**Police Commissioner – Robert Fitzgerald**

Police Report Summary	
Reporting Period	April 1-30, 2009
Contract Patrol	107 hours
Additional Time in Village	13 hours
Tickets issued	20
Payments received	\$ 2810.00

---

**Health Commissioner – Kevin Liebig**

1. Continued with patrolling village for code violations.
2. Inspected property at 24XX Walton Road.
3. Answered call regarding public urination on Walton Road.

Rodent Abatement Requested: 1

Health Code Inspections: 1

The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, June 18, 2009 in the Educational Building of Calvary United Church of Christ, 2501 Hartland Avenue. The meeting was called to order at 7:01 pm. Trustees present were Health Commissioner Kevin Liebig, Street Commissioner Tom Drennan, Police Commissioner Robert Fitzgerald and Finance Commissioner Carrie Logan, and Chairman Phillip Burke. Clerk Joy Drennan and Attorney John Tajkowski were also present. The meeting opened with the Pledge of Allegiance.

**Amendment of Agenda:**

The agenda was modified as follows:

1. After Amendment of Agenda add Oath of Office
2. Under New Business add item 1 St. John Proposal 1 - Grade Alley.
3. Under New Business add item 2 St. John Proposal 2 - Grade Village Lot.
4. Under New Business add item 3 St. Louis County Emergency Management Call List.
5. Under Work Session add item Miscellaneous.

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

**Oath of Office**

Ms. Logan took the oath of office.

**Public Hearing**

The Community Development Block Grant Public Hearing was called to order at 7:05pm. The CDBG handout was available for review. Joy explained the eligible projects the \$20,000 of grant funds for the year 2010. Kevin Liebig made a motion to provide \$18,000 for public sidewalk and \$2,000 for community cleanup; Tom Drennan seconded the motion. The motion carried unanimously. The Public Hearing was adjourned at 7:16 pm.

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

A motion was made by Robert Fitzgerald and seconded by Tom Drennan to approve the minutes of the May 21, 2009 meeting. The motion carried unanimously.

**Presentation and Payment of Bills:**

Bills in the amount of \$12,956.08 were presented by Treasurer Joy Drennan. The following warrants (checks) are included in this month's disbursement:

- 6584 (32038) AmerenUE for Successor's Report (\$150.00)
- 6590 (32043) Critter Control for pest management (\$99.00)
- 6599 (32050) St. Louis County Municipal League for Annual Dues (\$582.00)

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

**Discussion from the Floor:**

None.

**Old Business:**

None.

**New Business:****1. St. John Proposal 1 - Grade Alley**

The City of St. John has submitted a bid in the amount of \$2500 for the grading of the alley and

installing rock to create a 10'x465' surface between Walton Road and McKibbon Road.

*Kevin Liebig made a motion to accept the bid and Carrie Logan seconded the motion. The motion carried unanimously.*

**2. St. John Proposal 2 - Grade Village Lot**

The City of St. John has submitted a bid in the amount of \$500 for the grading of the village lot located at 8605 Lackland Road.

*Tom Drennan made a motion to accept the bid and Kevin Liebig seconded the motion. The motion carried unanimously.*

**3. Emergency Management Call List**

*The following names in order of contact for the St. Louis County Emergency Management Call List:*

- *Terry Milam*
- *Phillip Burke*
- *Robert Fitzgerald.*

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

## **Work Session Minutes**

**1. Tree Survey**

*June 25th was selected; weather permitting, for a tree survey on Walton Road and Oakland. Pictures will be taken of each tree.*

**2. Sidewalk Replacement for 2009**

*Phillip will mark the slabs needing replacement on the odd side of the streets.*

**3. Miscellaneous**

*There will be no city wide Garage Sale as in previous years due to costs of advertising and lack of community support. The newsletter and phone card are nearly complete.*

**Chairman - Phillip Burke**

1. Attended Mayors of Small Cities Meeting in May 2009, where I was re-elected as Secretary.
  2. Requested bids for alley and village lot grading.
- 

**Finance Commissioner – Carrie Logan**

## Account Balances:

- St. Johns Bank (Checking) \$ 62,773.24 May 2009
  - A. G. Edwards (Money Market) \$ 131,024.48 May 2009
  - A. G. Edwards (Sewer Lateral) \$ 21,557.66 May 2009
  - Profit /Loss Statement \$34,249.65 Revenues  
\$39,907.68 Expenses
- 

**Street Commissioner – Tom Drennan**

1. Cleaned sewer outlets prior to, during and after storms on May 24, 25, June 2,9,10, 12, 14, 15, 2009.
  2. Removed downed branches at 2464 Hartland and 2460 Northland.
- 

**Building Commissioner – Tom Drennan**

Occupancy Permit Applications / Permits Issued: 1

Vacant Homes/ For Sale / For Lease (March 2009): 14

Building Inspections / Permits: 7

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**Sewer Lateral Administrator – Tom Drennan**

1. None Pending
- 

**Police Commissioner – Robert Fitzgerald**

Police Report Summary	
Reporting Period	May 1-31, 2009
Contract Patrol	98 Hours
Additional Time in Village	18 Hours
Tickets issued	20
Payments received	\$1778.00

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**Health Commissioner – Kevin Liebig**

1. Continued with patrolling village for code violations.
2. Inspected property at 24XX Walton Road.
3. Answered call regarding public urination on Walton Road.

Rodent Abatement Requested: 1

Health Code Inspections: 1

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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, July 16, 2009 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, Police Commissioner Robert Fitzgerald and Finance Commissioner Carrie Logan, and Chairman Phillip Burke. Clerk Joy Drennan and Attorney John Tajkowski were also present. The meeting opened with the Pledge of Allegiance.

### **Amendment of Agenda:**

The agenda was modified as follows:

1. Under Old Business add item 1 St. John Proposal 1 - Grade Alley.
2. Under New Business add item 2 St. John Proposal 2 - Grade Village Lot.
3. Under Work Session add item Miscellaneous.

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 June 18, 2009 meeting. The motion carried unanimously.

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

Bills in the amount of \$12,734.08 were presented by Treasurer Joy Drennan. The following warrants (checks) are included in this month's disbursement:

- 6584 (32038) AmerenUE for Successor's Report (\$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. Robert Fitzgerald made a motion to accept the reports as presented; Tom Drennan seconded the motion. The motion carried unanimously. Kevin Liebig 2441 Oakland needs to be mowed and will be cited. Critter Control about authorizing

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

None.

### **Old Business:**

#### **1. St. John Proposal 1 - Grade Alley Status**

*Phillip and Tom met with the superintendent for the project to discuss details. Work will commencement at St. John's convenience.*

#### **2. St. John Proposal 2 - Grade Village Lot Status**

*Phillip and Tom met with the superintendent for the project to discuss details. Work will commencement at St. John's convenience.*

### **New Business:**

#### **1. 2009 Sidewalk Project - Prepare Bid Package**

We will use the CDBG 2009 funds for sidewalk replacement. The bid package will be described as:

- Sidewalk replacement allowing grout injection for leveling non-cracked slab
- Option 1 - Add new curb cut and ADA ramp at SE corner of Oakland and Lackland
- Option 2 - Removal of unused driveway apron at 2491 Northland and install curb in it's place

*Discussion ensued. Joy went over the bid package. Phillip will review and John will review.*

#### **2. Tree Trimming - Clearance for Vehicles**

There are several locations in the village where tree limbs are hitting higher vehicles.

*Discussion ensued. Advise residents to trim trees that clearance needs to be xx feet over the street.*

The motion for adjournment was made by Tom Drennan with a second by Kevin Liebig. The motion carried unanimously. Adjournment was at 7:30 pm.

Attested by:

Joy Porter Drennan  
Village Clerk

## **Work Session Minutes**

**1. Tree Survey**

*Scheduled for July 18 in the morning.*

**2. Remove damaged evergreen on Walton**

*Scheduled for July 18 in the morning.*

**3. Mowing Contract**

*Do in bid package in January.*

**4. Miscellaneous**

*Discussion about rezoning village lot, selling lot, reporting, newsletter and phone list*

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**Chairman - Phillip Burke**

1. Met with St. John Public Works on village lot.
2. Removed brush along I-170 fence.

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**Finance Commissioner – Carrie Logan**

Account Balances:

- St. Johns Bank (Checking)                      \$ 64,415.25    June 2009
- A. G. Edwards (Money Market)                \$ 131,295.70    June 2009
- A. G. Edwards (Sewer Lateral)                \$ 21,558.04    June 2009

---

**Street Commissioner – Tom Drennan**

1. Cleaned sewer outlets prior to, during and after storms on May 24, 25, June 2,9,10, 12, 14, 15, 2009.
2. Removed downed branches at 2464 Hartland and 2460 Northland.

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**Building Commissioner – Tom Drennan**

Occupancy Permit Applications / Permits Issued: 1

Vacant Homes/ For Sale / For Lease (March 2009): 14

Building Inspections / Permits: 7

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**Sewer Lateral Administrator – Tom Drennan**

1. None Pending

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**Police Commissioner – Robert Fitzgerald**

<b>Police Report Summary</b>	
Reporting Period	May 1-31, 2009
Contract Patrol	98 Hours
Additional Time in Village	18 Hours
Tickets issued	20
Payments received	\$1778.00

---

**Health Commissioner – Kevin Liebig**

1. Continued with patrolling village for code violations.
2. Inspected property at 2431 Walton Road.
3. Answered call regarding public urination on Walton Road.

Rodent Abatement Requested: 1

Health Code Inspections: 1



The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, August 20, 2009 in the Educational Building of Calvary United Church of Christ, 2501 Hartland Avenue. The meeting was called to order at 7:05 pm. Trustees present were Health Commissioner Kevin Liebig, Street Commissioner Tom Drennan, Police Commissioner Robert Fitzgerald and Chairman Phillip Burke. Finance Commissioner Carrie Logan was not present. Clerk Joy Drennan and Attorney John Tajkowski were also present. The meeting opened with the Pledge of Allegiance.

### **Public Hearing - 2009 Tax Rate:**

Record of Attendance

Discussion

Set the Tax Rate for 2009 (Bill 451, Ordinance 443)

*The Public Hearing was called to order at 7:06 pm. Trustees present were Health Commissioner Kevin Liebig, Street Commissioner Tom Drennan. The village clerk explained the tax rate.*

*The bill was read in full. Tom Drennan made a motion for the bill and Kevin Liebig seconded the motion.*

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

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

*Thereupon Bill 451 was declared to be duly enacted as Ordinance 443. The Public Hearing was adjourned at 7:14 pm.*

### **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 July 16, 2009 meeting. The motion carried unanimously.

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

Bills in the amount of \$12,554.29 were presented by Treasurer Joy Drennan. The following warrants (checks) are included in this month's disbursement:

- 6630 (32076) The Scotts Landscaping for mowing services 4/2009-8/1/2009 (\$595.00)
- 6631 (32077) Overland Hardware for Street Department Items(\$19.96)

Tom Drennan 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. There was discussion about the water valve box at 2483 Northland. Tom Drennan will follow up on this. Robert Fitzgerald made a motion to accept the reports as presented; Tom Drennan seconded the motion. The motion carried unanimously.

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

None.

### **Old Business:**

#### **1. St. John Proposal 1 - Grade Alley Status**

*No change. The project will commencement at St. John's convenience.*

**2. St. John Proposal 2 - Grade Village Lot Status**

*The village lot was graded and seeded.*

**3. 2009 Sidewalk Project - Bid Package Status**

*The bid package is complete and will be sent out this week.*

**New Business:****1. Occupancy Permits - Adopt St. John Fees**

There is a problem with people moving in without having an inspection.

*Discussion ensued. We would like to increase fees for inspection if already occupied. The attorney will review the legality of such fees.*

**2. IRS Changes - Discussion**

The Federal IRS recently conducted a field audit of the village.

*Joy explained the discussion with the auditors and changes concerning withholding on each paycheck. The village will now withhold on Social Security and Medicare from the employees and the village will also match the amount as required.*

The motion for adjournment was made by Tom Drennan with a second by Kevin Liebig. The motion carried unanimously. Adjournment was at 7:54 pm.

Attested by:

Joy Porter Drennan  
Village Clerk

**Work Session Minutes****1. Tree Survey**

*On hold for now.*

**2. Removal of Dead Animals**

*Kevin will check with Critter Control to see what the charge would be to remove.*

**3. Miscellaneous**

*Overland Fair - various trustees will put out and remove the barricades. Permits will be distributed this weekend. Two additional permits will be allowed per address.*

---

**Chairman - Phillip Burke**

1. Removed tree on Walton Road with the assistance of Tom and Kevin.
2. Seeded village lot on Lackland Road with the assistance of Tom and Kevin.

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**Finance Commissioner – Carrie Logan**

Account Balances:

- St. Johns Bank (Checking)                      \$ 62,619.41    August 2009
- A. G. Edwards (Money Market)                \$ 131,317.78    August 2009
- A. G. Edwards (Sewer Lateral)                \$ 21,558.21    August 2009

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**Street Commissioner – Tom Drennan**

1. Cleaned sewer outlets prior to, during and after storms.
2. Worked with various residents regarding re-issuing copies of occupancy permits.

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**Building Commissioner – Tom Drennan**

Occupancy Permit Applications / Permits Issued: 2

Vacant Homes/ For Sale / For Lease (July 2009): 14

Building Inspections / Permits: 6

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**Sewer Lateral Administrator – Tom Drennan**

1. None Pending

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**Police Commissioner – Robert Fitzgerald**

Police Report Summary	
Reporting Period	July 01-31, 2009
Contract Patrol	96 Hours
Additional Time in Village	7 Hours
Tickets issued	14
Payments received	\$1289.50

---

**Health Commissioner – Kevin Liebig**

1. Continued with patrolling village for code violations.
2. Resolved rat abatement issues.
3. Answered call regarding a dog being buried in a backyard on Marshall. Issue not resolved.
4. Cleaned up corners of Graceland and Brown Road.

Rodent Abatement Requested: 1

Health Code Inspections: 1

The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, September 17, 2009 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, Police Commissioner Robert Fitzgerald and Chairman Phillip Burke. Finance Commissioner Carrie Logan was excused. Clerk Joy Drennan and Attorney John Tajkowski were 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 Tom Drennan and seconded by Kevin Liebig to approve the minutes of the August 20, 2009 meeting. The motion carried unanimously.

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

Bills in the amount of \$13,038.98 were presented by Treasurer Joy Drennan. The following warrants (checks) are included in this month's disbursement:

- 6645 (32090) Mayors of Small Cities annual dues (\$100.00)
- 6646 (32091) Overland Hardware for Street Department Items (\$7.00)
- 6649 (32094) St. Louis Post-Dispatch for tax rate hearing public notice (\$255.40)

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. The tax rate was approved by the state treasurer. There was discussion about an incident on Oakland Avenue. Robert Fitzgerald made a motion to accept the reports as presented; Kevin Liebig seconded the motion. The motion carried unanimously.

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

A resident of 2469 Brown Road would like to see a newsletter issued to the village residents. During the Lions Fair 27 parking tickets were issued. Terry Milam reported that there will be several DWI checkpoints in the area in October.

### **Old Business:**

#### **1. St. John Proposal 1 - Grade Alley Status**

*No change. The project will commencement at St. John's convenience.*

#### **2. 2009 Sidewalk Project - Bid Package Status**

*Three bid packages were opened and reviewed. After discussion the board decided the low bid by Holloran Contracting Inc. should be accepted.*

*A motion was made by Tom Drennan and seconded by Kevin Liebig (Bill 452, Ordinance 444) authorizing the Chairman of the Board of Trustees to execute a contract with Holloran Contracting Inc. for the 2009 sidewalk repair project.*

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

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

*Thereupon Bill 452 was declared to be duly enacted as Ordinance 444. Phillip and Tom will meet with the contractor for the preconstruction meeting within the next two weeks.*

**New Business:****1. Occupancy Permits - Adopt St. John Fees**

*There is a problem with people moving in without having an inspection. Discussion ensued. We would like to increase fees for inspection if already occupied. The attorney will review the legality of such fees.*

**2. Business License Application**

*T&B Auto was expected to request a license for the former R&R property on Lackland; however representatives of the company were not present.*

**3. IRS Field Audit of the Village.**

*Joy explained the discussion with the auditors and changes concerning withholding on each paycheck. The village will now withhold on Social Security and Medicare from the employees and the village will also match the amount as required by law.*

**4. Tree Abatement - 4 locations**

*Tom Drennan has notified 4 residents with dead trees on their property. If no action is taken by the residents a second letter will follow defining the fines that will be incurred if the trees are not removed.*

The motion for adjournment was made by Tom Drennan with a second by Kevin Liebig. The motion carried unanimously. Adjournment was at 7:59 pm.

Attested by:

Joy Porter Drennan  
Village Clerk

**Work Session Minutes****1. Review of Lions Fair**

*Should we continue to barricade the street? After discussion the board believes that this is a public service for the residents. A new parking permit distribution system will also be adopted.*

**2. Repair of Barricades**

*Some of the barricade supports are in need of repair. All of them need painting. The board members will repair them over the next several months.*

**3. Removal of Dead Animals**

*Kevin reported on his discussion with Critter Control and the fees that would be included for animal removal.*

**4. Pothole Repair**

*There are several areas of the village that need street repairs. A local contractor has agreed to review our streets and recommend repairs.*

**5. Miscellaneous**

*Buried dog - it is a violation to bury an animal less than 3 feet deep within 300 feet of a residence.*

*IRS ruling and pay of elected officials - it is legal.*

*MOPERM - workers comp is generally excluded.*

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**Chairman - Phillip Burke**

1. Assisted with the deployment and removal of barricades for the Lion's Club Fair.
2. Assisted with parking tag distribution for the Lion's Club Fair.
3. Attended the Mayors of Small Cities meeting on September 16, 2009. I was also re-elected as secretary of the organization.

---

**Finance Commissioner – Carrie Logan**

Account Balances:

- St. Johns Bank (Checking)                      \$ 61,359.74    September 2009
- A. G. Edwards (Money Market)                \$ 131,227.03    September 2009
- A. G. Edwards (Sewer Lateral)                \$ 21,558.43    September 2009

---

**Street Commissioner – Tom Drennan**

1. Worked with numerous residents in effort to acquire residential inspections.
2. Worked with 24XX Oakland and 86XX Graceland.
3. Assisted with the deployment of barricades for the Lion's Club Fair.
4. Assisted with parking tag distribution.

---

**Building Commissioner – Tom Drennan**

Occupancy Permit Applications / Permits Issued: 1

Vacant Homes/ For Sale / For Lease (August 2009): 14

Building Inspections / Permits: 6

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**Sewer Lateral Administrator – Tom Drennan**

1. 24XX Ashland – spoke with resident regarding proper procedure.
2. 24XX Ashland – obtained invoice for videoing of line.

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**Police Commissioner – Robert Fitzgerald**

Police Report Summary	
Reporting Period	August -1-31, 2009
Contract Patrol	112 Hours
Additional Time in Village	12 Hours
Tickets issued	48
Payments received	\$1185.50

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**Health Commissioner – Kevin Liebig**

1. Continued with patrolling village for code violations.
2. Assisted with the deployment and removal of barricades for the Lion's Club Fair.
3. Assisted with parking tag distribution for the Lion's Club Fair.

Rodent Abatement Requested: None

Health Code Inspections: None

The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, October 15, 2009 in the Educational Building of Calvary United Church of Christ, 2501 Hartland Avenue. The meeting was called to order at 7:05 pm. Trustees present were Health Commissioner Kevin Liebig, Street Commissioner Tom Drennan, Police Commissioner Robert Fitzgerald and Chairman Phillip Burke. Clerk Joy Drennan and Finance Commissioner Carrie Logan were excused. Attorney John Tajkowski 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 Tom Drennan and seconded by Kevin Liebig to approve the minutes of the September 17, 2009 meeting. The motion carried unanimously.

**Presentation and Payment of Bills:**

Bills in the amount of \$15,265.17 were presented by Phillip Burke for Treasurer Joy Drennan. The following warrants (checks) are included in this month's disbursement:

- 6650 (32098) AA Quick Plumbing for Sewer Lateral Repair (\$2500.00)
- 6651 (32099) Erin Sutterfield for Sewer Lateral Repair Reimbursement (\$156.00)
- 6658 (32105) City of St. John for Housing and Code Inspection (\$315.00)
- 6662 (32108) Flash Print for Summons (\$84.00)
- 6667 (32112) Overland Hardware for Grass Seed (\$9.00)

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. The tax rate was approved by the state treasurer. Tom Drennan made a motion to accept the reports as presented; Kevin Liebig seconded the motion. The motion carried unanimously.

**Discussion from the Floor:**

Capt. Morris, City of St. John Police Department, commented that there will be several DWI checkpoints in the area in October in association with other departments. He also discussed the details about Proposition E911 that will be on the November 3rd ballot. A fundraiser for the high school scholarship fund will be held at Applebees on October 15, 2009.

**Old Business:**

**1. St. John Proposal 1 - Grade Alley Status**

*No change. The project will commencement at St. John's convenience.*

**2. 2009 Sidewalk Project - Additional Work**

*During the pre-construction review additional work was suggested by Holloran Contracting Inc. The additional cost is \$1363.00. After discussion the board decided to accept the offer for the additional work.*

*A motion was made by Tom Drennan and seconded by Kevin Liebig (Bill 453, Ordinance 445) authorizing the Chairman of the Board of Trustees to execute a contract with Holloran Contracting Inc. for the additional work.*

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

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

*Thereupon Bill 453 was declared to be duly enacted as Ordinance 445. Phillip and Tom will meet with the contractor for the preconstruction meeting within the next two weeks.*

**3. Occupancy Permits - Adopt St. John Fees**

*There is a problem with people moving in without having an inspection. Discussion ensued. Due to the inconvenience for the inspectors after the residence is occupied the village would like to increase fees for inspection if the residence is already occupied. The attorney recommended the village adopt fees that mirror the City of St. John's ordinance in our own ordinances and request a 60 day notice by the City of St. John before they make changes to their ordinance. Both the owner and resident can be informed.*

**New Business:**

**None**

The motion for adjournment was made by Tom Drennan with a second by Kevin Liebig. The motion carried unanimously. Adjournment was at 7:49 pm.

Attested by:

Joy Porter Drennan  
Village Clerk

## **Work Session Minutes**

**1. Pothole Repair**

*The village will request a line item quote for each of the repairs recommended by a local contractor.*

**2. Miscellaneous**

*2455 Northland Sewer Lateral - After investigation by MSD it was determined the lateral line is damaged. The owner will be requested to repair the damage within 30 days.*



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**Chairman - Phillip Burke**

1. Cleaned storm sewer inlets.
  2. Added mulch and landscaping timbers to maple trees on village lot.
  3. Seeded bare areas on village lot.
- 

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**Finance Commissioner – Carrie Logan**

Account Balances:

- St. Johns Bank (Checking)                      \$ 73,210.69    October 2009
  - A. G. Edwards (Money Market)                \$ 131,120.85    October 2009
  - A. G. Edwards (Sewer Lateral)                \$ 18,842.60    October 2009
- 

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**Street Commissioner – Tom Drennan**

1. Lowered STOP sign at Graceland & Hartland per request of St. John Police officers.
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**Building Commissioner – Tom Drennan**

Occupancy Permit Applications / Permits Issued: 1

Vacant Homes/ For Sale / For Lease (September 2009): 14

Building Inspections / Permits: None

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**Sewer Lateral Administrator – Tom Drennan**

1. Reconciled accounts with residents and plumbers.
- 

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**Police Commissioner – Robert Fitzgerald**

Police Report Summary	
Reporting Period	Not Available
Contract Patrol	Not Available
Additional Time in Village	Not Available
Tickets issued	Not Available
Payments received	Not Available

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**Health Commissioner – Kevin Liebig**

1. Continued with patrolling village for code violations.
2. Worked with resident at 86XX Graceland regarding trash pickup issues.

Rodent Abatement Requested: None

Health Code Inspections: None

The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, November 19, 2009 in the Educational Building of Calvary United Church of Christ, 2501 Hartland Avenue. The meeting was called to order at 7:01 pm. Trustees present were Police Commissioner Robert Fitzgerald, Street Commissioner Tom Drennan, Health Commissioner Kevin Liebig, Finance Commissioner Carrie Logan, and Chairman Phillip Burke. Clerk Joy Drennan and Attorney John Tajkowski were 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 Tom Drennan and seconded by Kevin Liebig to approve the minutes of the October 15, 2009 meeting. The motion carried unanimously.

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

Bills in the amount of \$12,463.81 were presented by Treasurer Joy Drennan. The following warrants (checks) are included in this month's disbursement:

- 6683 (32126) St. Louis County Department of Health for Vector Control (\$201.00)

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. It was noted that MSD has been communicating with homeowners on the upcoming the storm sewer and sanitary sewer separation project along Hartland, Brown, and Gothland. Tom Drennan noted that three of the four hazardous trees cited have been removed. Robert Fitzgerald 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. St. John Proposal 1 - Grade Alley Status**

*The project was completed. We will ask that a final compacting be performed on some areas.*

#### **2. 2009 Sidewalk Project - Additional Work**

*A walkthrough of the construction zone was completed with Phillip Burke, Tom Drennan, and the Charlie Hayes of Holloran Contracting Inc. Additional items were noted for repair at a cost of \$1000. After discussion the board decided to accept the offer for the additional work. This amount is within the value of Ordinance 453 so no further vote is required..*

#### **3. Occupancy Permits - Adopt St. John Fees**

*There is a problem with people moving in without having an inspection. Discussion ensued.*

### **New Business:**

#### **1. Bill 453 Ordinance 446 - Election Filing Ordinance**

*A motion was made by Kevin Liebig and seconded by Tom Drennan for an ordinance calling for the General Election on April 06, 2010 For the Village of Sycamore Hills, Missouri.*

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

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

*Thereupon Bill 453 was declared to be duly enacted as Ordinance 446.*

**2. 2009 Road Repairs**

*An estimate was not yet available.*

**3. Resolution for All Hazard Mitigation Plan - Resolution 2009-01**

*A motion was made by Tom Drennan and seconded by Kevin Liebig to approve the resolution. After discussion the motion passed unanimously.*

**4. Proclamation for Eagle Scout**

*A motion was made by Kevin Liebig and seconded by Carrie Logan to approve the Proclamation. The motion passed unanimously.*

The motion for adjournment was made by Kevin Liebig with a second by Tom Drennan. The motion carried unanimously. Adjournment was at 7:41 pm.

Attested by:

Joy Porter Drennan  
Village Clerk

## **Work Session Minutes**

**1. Sewer Lateral Repair at 2435 Northland**

*Tom Drennan will follow up with the homeowner.*

**2. Purchasing Ordinance**

*The proposed ordinance was discussed and modified.*

**3. Miscellaneous**

*It is not clear how the court costs are calculated for our city. Robert Fitzgerald will contact St. John to clarify.*

*Joy Drennan attended a conference that discussed how unincorporated St. Louis County works with volunteers and recyclers to clean areas of the county. This same program could be available for the village. We will investigate further.*

**Chairman - Phillip Burke**

1. Cleaned storm sewer inlets.
2. Attended Mayors of Small Cities meeting.
3. Prepared business license applications for mailing.
4. Assisted clerk in preparation for meeting.
5. Attended pre-construction meeting.
6. Marked sidewalks for Holloran Contracting.

**Finance Commissioner – Carrie Logan**

## Account Balances:

- St. Johns Bank (Checking)                      \$ 60,803.05    November 2009
- A. G. Edwards (Money Market)                \$ 131,565.30    November 2009
- A. G. Edwards (Sewer Lateral)                \$ 18,842.96    November 2009

**Street Commissioner – Tom Drennan**

1. Cleaned storm sewer inlets as needed.
2. Attended pre-construction meeting.
3. Assisted in marking sidewalks for repair.

**Building Commissioner – Tom Drennan**

1. Met with buyer of 24XX Ashland regarding occupancy.
2. Permits issued: 5

**Sewer Lateral Administrator – Tom Drennan**

1. Worked with resident at 24XX Ashland regarding sewer lateral problem. Paperwork not turned in yet.

**Police Commissioner – Robert Fitzgerald**

<b>Police Report Summary</b>	
Reporting Period	10/01-10/31/2009
Contract Patrol	106 hours
Additional Time in Village	17 hours
Tickets issued	54
Payments received	\$1716.50

**Health Commissioner – Kevin Liebig**

1. Continued with patrolling village for code violations.
2. Phoned MSD regarding sewer inlets at Brown and Graceland.
3. Phoned AmerenUE regarding street light at 8636 Graceland.
4. Spoke with Allied Waste regarding damaged trash cans at 8606 Graceland.

**Rodent Abatement Requested:** None

**Health Code Inspections:** None

The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, December 17, 2009 in the Educational Building of Calvary United Church of Christ, 2501 Hartland Avenue. The meeting was called to order at 7:05 pm. Trustees present were Health Commissioner Kevin Liebig, Finance Commissioner Carrie Logan, and Chairman Phillip Burke. Police Commissioner Robert Fitzgerald, Street Commissioner Tom Drennan and Clerk Joy Drennan were excused. Attorney John Tajkowski 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 Kevin Liebig and seconded by Carrie Logan to approve the minutes of the November 19, 2009 meeting. The motion carried unanimously.

**Presentation and Payment of Bills:**

Bills in the amount of \$17,131.53 were presented by Phillip Burke for Treasurer Joy Drennan. The following warrants (checks) are included in this month's disbursement:

- 6699 (32137) Localite Shopper for Election Advertising (\$60.00)
- 6700 (32138) MOPERM for Annual Insurance Premium (\$1,637.00)

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

**Discussion from the Floor:**

None.

**Old Business:****1. 2009 Sidewalk Project - Status**

*The project was completed. Future projects should have drawings that are available to the day foreman to assist them. We should also start earlier in the year for the process.*

**2. Occupancy Permits - Adopt St. John Fees**

*We will discuss this at the January meeting.*

**3. 2010 Road Repairs**

*No bids have yet been received for the repairs.*

**New Business:****1. 2010 Business Licenses**

*A motion was made by Kevin Liebig and seconded by Carrie Logan to approve all business licenses for 2010 with the exception that Hollyhocks Flowers and Gifts is approved pending receipt of the \$50 license fee and application by Dec 31, 2009.*

The motion for adjournment was made by Kevin Liebig 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. Sewer Lateral Repair at 2435 Northland**

*Tom Drennan will follow up with the homeowner. There was no other information.*

**2. Miscellaneous**

*The board reviewed an application for a 10'x12' storage shed for the Fun House property. The county has changed its minimum for permitting of storage buildings to those exceeding 120 square feet. The village probably should review its ordinances to correlate with the county rules. The building commissioner will be responsible for approving the application.*

**Chairman - Phillip Burke**

1. Cleaned storm sewer inlets.
  2. Assisted clerk in preparation for meeting.
  3. Met with Holloran Contracting for sidewalk program.
  4. Performed daily check of sidewalk construction progress.
- 

**Finance Commissioner – Carrie Logan**

Account Balances:

- |                                 |               |                   |
|---------------------------------|---------------|-------------------|
| • St. Johns Bank (Checking)     | \$ 61,732.75  | November 30, 2009 |
| • A. G. Edwards (Money Market)  | \$ 131,517.19 | November 30, 2009 |
| • A. G. Edwards (Sewer Lateral) | \$ 18,843.43  | November 30, 2009 |
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**Street Commissioner – Tom Drennan**

1. Cleaned storm sewer inlets as needed.
  2. Met with sidewalk contractors meeting.
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**Building Commissioner – Tom Drennan**

1. Met with buyer of 2436 Northland regarding occupancy.
2. Spoke with resident on Ashland regarding expiration of POD permit.
3. Issued following permits:

Permits Issued: 3

Vacant Homes/ For Sale / For Lease (August 2009): 12

Building Inspections / Permits: None

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**Sewer Lateral Administrator – Tom Drennan**

1. Reviewed DVD for 2436 Ashland sewer lateral several times and spoke with plumber. Lateral is not broken, clogged with roots. Spoke with Terry Milam about their program. Reviewed Village policy, will consult with attorney and board.
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**Police Commissioner – Robert Fitzgerald**Data unavailable at time of printing.

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**Health Commissioner – Kevin Liebig**

1. Continued with patrolling village for code violations.

Rodent Abatement Requested: None

Health Code Inspections: None

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