

The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, January 20, 2011 in the Educational Building of Calvary United Church of Christ, 2501 Hartland Avenue. The meeting was called to order at 7:06 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:**

1. Under New Business add item 3 *Bill 468 Ordinance 461 Mosquito Spraying.*

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

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

A motion was made by Robert Fitzgerald and seconded by Kevin Liebig to approve the minutes of the December 16, 2010 meeting. The motion carried unanimously.

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

Bills in the amount of \$17,388.89 were presented by Treasurer Joy Drennan. 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 added that the citation at 24XX Walton will now be enforced by the court. Tom Drennan added that the problem at 25XX Northland was not a sewer lateral issue. Area will be backfilled and the situation will be observed. Since the video did not show a lateral collapse the sewer lateral fund can not be used to reimburse the homeowner. 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 discussed monitoring 86XX Lackland Avenue for business activity. Attorney John Tajkowski will notify Tyarks Automotive that they need to remove the Lackland address from their web site since they do not have a business license.

### **Old Business:**

1. **2011 Business Licenses.**

*The business license applications that were received since the previous meeting were approved. The business licenses for Crown of Africa and Holly Hocks were extended until February 17, 2011.*

### **New Business:**

1. **Adoption of St. Louis County Codes (Bill 466, Ordinance 459)**

The bill was read in full. A motion was made by Tom Drennan and seconded by Carrie Logan (Bill 466, Ordinance 459) "An Ordinance Adopting and Enacting the Building, Residential, Existing Building, Mechanical, Electrical, Plumbing and Property Maintenance Codes of the County of Saint Louis, Missouri as Amended as the Building, Residential, Existing Building, Mechanical, Electrical, Plumbing and Property Maintenance Codes of 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 466 was declared to be duly enacted as Ordinance 459.*

**2. Adoption of Codification Book (Bill 467, Ordinance 460)**

The bill was read in full. A motion was made by Tom Drennan and seconded by Carrie Logan (Bill 465, Ordinance 458) "An ordinance adopting and enacting a new Code of Ordinances of the Village of Sycamore Hills; establishing the same; providing for the repeal of certain ordinances not included therein, except as herein expressly provided; providing for the manner of amending such Code of Ordinances; providing penalty for the violation thereof; and providing when this ordinance shall become effective."

*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 467 was declared to be duly enacted as Ordinance 460.*

**3. Mosquito Control (Bill 468, Ordinance 461)**

The bill was read in full. The village will authorize larviciding but not adulticiding. A motion was made by Tom Drennan and seconded by Carrie Logan (Bill 465, Ordinance 458) "An Ordinance Authorizing the Village of Sycamore Hills to Enter Into and Execute a Contract with St. Louis County, Missouri for the Mosquito Control Service and Authorizing and Directing the Chairman of the Village of Sycamore Hills to Enter Into on Behalf of Said Village a Contract with St. Louis County, Missouri for Mosquito Control Service."

*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 468 was declared to be duly enacted as Ordinance 461.*

The motion for adjournment was made Tom Drennan and seconded by Kevin Liebig. The motion carried unanimously. Adjournment was at 8:05 pm.

Attested by:

Joy Porter Drennan  
Village Clerk

**Work Session Minutes**

1. **Verification of Contract Dates**  
*Joy provided the necessary data.*
2. **Verification of Investment Dates**  
*Joy provided the necessary data.*
3. **Review of Fees**  
*Joy provided the necessary data.*

**Chairman - Phillip Burke**

1. Assisted clerk with meeting preparation.
2. Attended Mayors of Small Cities meeting.

**Finance Commissioner – Carrie Logan**

## Account Balances:

- St. Johns Bank (Checking) \$ 71,631.11 December 31, 2011
- Wells Fargo (Money Market) \$ 132,670.32 December 31, 2011
- Wells Fargo (Sewer Lateral) \$ 22,265.52 December 31, 2011
- Revenue \$148,123.05 Expense \$144,441.40

**Street Commissioner – Tom Drennan**

1. Cleaned storm sewer inlets as needed.
2. Cleaned trash and debris from streets.

**Building Commissioner – Tom Drennan**

1. Issued permits as needed.

**Permits Issued: 7**

- Occupancy - 3
- Inspection - 3
- Other - 1

**Vacant Homes / For Sale / For Lease: 13****Sewer Lateral Administrator – Tom Drennan**

1. Called property manager and owner regarding the sewer lateral collapse. Explained the Village will take action to repair. Worked with village attorney regarding sewer lateral collapse.
2. Sewer lateral information delivered to 24XX Ashland. Worked with resident regarding policies and procedures of the sewer lateral program.

**Police Commissioner – Robert Fitzgerald****Supplemental Report -**

<b>Police Report Summary</b>	
Reporting Period	December 01-31, 2010
Contract Patrol	101.8 hours
Additional Time in Village	12.00 hours
Tickets issued	9
Payments received	825.50

**Health Commissioner – Kevin Liebig**

1. Continued patrolling village for code violations.

**Health Code Inspections:** See above.

The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, February 17, 2011 in the Educational Building of Calvary United Church of Christ, 2501 Hartland Avenue. The meeting was called to order at 7:06 pm. Trustees present were Health Commissioner Kevin Liebig, Finance Commissioner Carrie Logan, Street Commissioner Tom Drennan Police Commissioner Robert Fitzgerald, 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 Robert Fitzgerald and seconded by Kevin Liebig to approve the minutes of the January 20, 2011 meeting. The motion carried unanimously.

**Presentation and Payment of Bills:**

Bills in the amount of \$13,099.85 were presented by Treasurer Joy Drennan. 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 added that the citation at 2407 Walton will now be enforced by the court on March 15. Kevin Liebig made a motion to accept the reports as presented; Carrie Logan seconded the motion. The motion carried unanimously.

**Discussion from the Floor:**

The owner of Road Rage was present to discuss the non-renewal of his business license at 86XX Lackland for 2011. The board reiterated their expectations when the temporary licenses were approved in 2010 and were clear that due to previous problems there was a zero tolerance for any problems. One board member noted that it was clear that no body work was to be done and for a week a truck bed was left open on the property. This was a clear violation of the business license provisions and was one of the reasons the license was not renewed for 2011.

**Old Business:****1. 2011 Business Licenses**

*The business licenses for Crown of Africa and Holly Hocks were extended until February 28, 2011. Joy will contact the owners to get them to comply.*

**New Business:****1. Change Investment Strategy**

*Phillip presented several options for the reinvestment of the CD that came due at Wells Fargo in January and was deposited into the money market. After discussion the board decided to move \$25,000 into a one year CD and \$25,000 into a two year CD at St. John's bank to receive a more favorable rate. We also will investigate the fees involved if we move the sewer lateral fund to St. John's bank as well.*

The motion for adjournment was made Tom Drennan and seconded by Kevin Liebig. The motion carried unanimously. Adjournment was at 8:11 pm.

Attested by:

Joy Porter Drennan  
Village Clerk

**Work Session Minutes****1. Snow Plowing**

*Let's be sure to see the hours being charged and the amounts match. Phillip will talk to Chief Milam about the billing. Let's get multiple bids. Put bids out in June to other places.*

**2. CDBG planning**

*Joy took care of it. All the money is now put into an engineering study.*

**3. Miscellaneous**

*The resident at 2XX Ashland wants to remove the tree between the curb and the sidewalk to enable the opening of the passenger door of his vehicle due to the location of the fire hydrant at the same address. A review of the property showed a driveway and other parking available on the street nearby. The Street Commissioner will contact the resident and deny the request.*

**Chairman - Phillip Burke**

1. Assisted clerk with meeting preparation.
2. Attended Mayors of Small Cities meeting.
3. Attended East West Gateway Transportation Focus Group
4. Attended St. Louis County Municipal League meeting.
5. Updated web site.

**Finance Commissioner – Carrie Logan**

## Account Balances:

- St. Johns Bank (Checking)                      \$ 83,488.32    January 31, 2011
- Wells Fargo (Money Market)                 \$ 133,246.08    January 31, 2011
- Wells Fargo (Sewer Lateral)                 \$ 22,265.52    January 31, 2011
- Revenue \$148,123.05                            Expense \$144,441.40

**Street Commissioner – Tom Drennan**

1. Cleaned storm sewer inlets as needed of debris, snow and ice.
2. Cleaned trash and debris from streets.
3. Removed fallen limbs and branches.

**Building Commissioner – Tom Drennan**

1. Issued permits as needed.

**Permits Issued: 2****Vacant Homes / For Sale / For Lease: 10****Sewer Lateral Administrator – Tom Drennan**

1. 24xx Northland - worked with resident regarding cistern (or tank) in yard. Approved repairs. Inspected work.
2. 24xx Ashland - picked up bids from resident. Approved repairs. Working with plumber regarding repairs under the street.

**Police Commissioner – Robert Fitzgerald****Supplemental Report-**

<b>Police Report Summary</b>	
Reporting Period	January 01-31,2011
Contract Patrol	125.75 hours
Additional Time in Village	24.00 hours
Tickets issued	38
Payments received	\$2,205.25

**Health Commissioner – Kevin Liebig**

1. Continued patrolling village for code violations.

**Health Code Inspections:** See above.

The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, March 17, 2011 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, Street Commissioner Tom Drennan Police Commissioner Robert Fitzgerald, 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:**

1. Under Work Session add item 8 *2011/2012 Budget Review*.

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

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

A motion was made by Kevin Liebig and seconded by Tom Drennan to approve the minutes of the February 17, 2011 meeting. The motion carried unanimously.

**Presentation and Payment of Bills:**

Bills in the amount of \$13,496.71 were presented by Treasurer Joy Drennan. Tom Drennan made a motion to pay the bills as presented; Carrie Logan seconded the motion. The motion carried unanimously.

**Reports of the Chairman and Commissioners:**

Reports were submitted by the Chairman and the Commissioners 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:**

Robert Schuetz requested support from the village for Calvary UCC about item 1 under new business. Robert Lemon 8441 Midland from Charlack talked about supporting Tyarks auto repair. Richard Tyarks from wants a license for his auto repair business. He agreed to send in business license application with Hold Harmless agreement for shop owner. The village attorney will prepare a letter to send to Tyarks of all the requirements required for application.

**Old Business:****1. 2011 Business Licenses**

*The business licenses for Crown of Africa and Holly Hocks were renewed until December 31, 2011. The motion to extend the business licenses was made by Robert Fitzgerald and seconded by Kevin Liebig. The motion passed unanimously.*

**2. Change Investment Strategy**

*\$50,000 will be transferred from out Wells Fargo money market account to our St. John's checking account. Phillip will work with St. John's bank to purchase a 1 year \$25,000 CD and a 2 year \$25,000 CD.*

**New Business:****1. Street Closure on March 20, 2011**

*Calvary United Church of Christ has requested the village close the northern most 75 feet of Hartland Avenue from 10 am to 6 pm on Sunday March 20, 2011. This request was approved. The Police Commissioner will notify St. John's Police Department, and the Health Commissioner will arrange to have barricades erected.*

**2. Budget Review**

*We reviewed the budget for 2011/2012.*

The motion for adjournment was made Tom Drennan and seconded by Kevin Liebig. The motion carried unanimously. Adjournment was at 7:33 pm.

Attested by:

Joy Porter Drennan  
Village Clerk



**Work Session Minutes****1. MSD Project**

Phillip was contacted by MSD concerning the upcoming sewer project to separate the storm water and sanitary sewer along Hartland Ave. MSD is contemplating performing the work in the right of way of the village along and under Hartland Avenue approximately 18 feet deep instead of in the backyards of all the residents. This would include new driveway aprons, new street and curbs, and some new sidewalks. Where required MSD will have 12 inch storm sewer feeds from backyards to the street.

The construction zone include the northern half of Hartland Ave to Graceland, Graceland west to Brown Road, then west on Graceland to Gothland.

The timeline is property easements and planning to be complete in 2012 with construction in 2013.

Phillip will contact MSD to allow this with the following conditions:

- a) The SE corner of Hartland and Graceland will include an ADA compliant ramp.
- b) Allow Hartland to be narrowed by 2 feet on each side to increase the plantable area between sidewalk and curb.
- c) Road surface to be replaced with concrete.
- d) Aprons to be constructed of concrete
- e) Curbs to be constructed of concrete with a 6" minimum vertical
- f) The village will be allowed to review the plans prior to final release.
- g) Storm sewer inlets at the SE and SW corners to be replaced.
- h) The storm sewer inlet on the south side of Graceland approximately 200 feet west of the centerline of Hartland Avenue.
- i) New portions of the street level may be adjusted to improve water flow as required.
- j) Replace trees.

Phillip also suggested we investigate hiring a civil engineer to act on our behalf for this project. We should also consider contacting St. Louis County Water and Laclede Gas Company to suggest they concurrently replace the infrastructure. It also might be a good time to consider installing decorative lamps in the construction area. Phillip will talk to the consulting engineers and send a letter to Mr Roberts.

**2. CDBG planning**

If MSD is able to install an ADA ramp at the SE corner of Hartland and Graceland we should try to use the money for other items such as:

- a) Replace the sections with the asphalt curb from Lackland Road concrete curb north for about 650 feet. What I'd like to do is narrow the street a little (3 feet or so) so the trees are not overhanging the street. Except for Marshall behind the school, this is the only other place with asphalt curbs in the village.
- b) Do the above, but also put in new sidewalks along the same section. Then the street would have to narrow about 6-8 feet to put the sidewalk along the curb. There are no houses on that side so we could make that no parking on that side. A narrow street might slow down the traffic some too. I've looked at some studies on traffic calming and this is often used.
- c) Do the above, but remove the evergreen trees so the street would not be quite so narrow. Many of the evergreens are damaged and will probably need to be removed in the next 5-10 years anyway. A normal street tree that is under the electric lines might be nicer.

**3. Upcoming St. Louis County Municipal League Meeting**

The next meeting will be in the new Woodson Terrace City Hall on Thursday March 24 at 7:30 pm.

**4. Inventory of Shed and disposal of unused items**

Phillip would like assistance in an inventory of all the items we have in the shed and consider disposing of the unused items.

**5. Replacement of Village Signage to meet 2018 Federal Guidelines**

In 2018 a new federal law goes into effect concerning the size, font, and reflectivity of street signs. Currently the law will exclude streets with speed limits under 25 mph so the law probably does not

*have an immediate effect on the village. There are currently many signs in the village that need replacement. We should have all replacement signage meet the new guidelines after our current supply is exhausted.*

**6. A/B tax rate change**

*There is an ever increasing chance of the current A/B sales tax system will be eliminated, a bill was already filed for this. If that happens it will severely hamper our budget. There is also a bill they may require all cities to meet a minimum set of guidelines or the state will require the county to "Take over" the village. It may be in our best interest to consider merging parts or our entire village into another city prior to the point we may become bankrupt.*

**7. Non-binding tax rate**

*The clerk will send in the appropriate data.*

**8. 2011/2012 Budget Review**

*Was reviewed and revised.*

---

**Chairman - Phillip Burke**

1. Assisted clerk with meeting preparation.
2. Attended Mayors of Small Cities meeting.
3. Attended St. Louis County Municipal League meeting.
4. Consulted with MSD concerning upcoming Sewer Project.
5. Removed limbs and branches from village streets after February 28th storm.
6. Updated web site.

---

**Finance Commissioner – Carrie Logan**

## Account Balances:

- St. Johns Bank (Checking)                   \$ 91,948.15   February 28, 2011
- Wells Fargo (Money Market)               \$ 133,198.22   February 28, 2011
- Wells Fargo (Sewer Lateral)               \$ 22,265.52   February 28, 2011
- Revenue \$173,664.68                       Expense \$170,092.70

---

**Street Commissioner – Tom Drennan**

1. Cleaned storm sewer inlets as needed of debris, snow and ice.
2. Cleaned trash and debris from streets.
3. Removed fallen limbs and branches.

---

**Building Commissioner – Tom Drennan**

1. Issued permits as needed.
2. Provided updated copies of occupancy permits.

**Permits Issued: 1****Vacant Homes / For Sale / For Lease: 10**

---

**Sewer Lateral Administrator – Tom Drennan**

1. 24XX Brown Road- delivered and explained needed information for repair work.
2. 89XX Midland Blvd. - delivered and explained needed information for repair work.

---

**Police Commissioner – Robert Fitzgerald****Supplemental Report-**

<b>Police Report Summary</b>	
Reporting Period	February 1-28, 2011
Contract Patrol	unavailable
Additional Time in Village	at
Tickets issued	time of
Payments received	printing

---

**Health Commissioner – Kevin Liebig**

1. Continued patrolling village for code violations.
2. Spoke with resident regarding rodent control.

**Health Code Inspections:** See above.

The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, April 21, 2011 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, Street Commissioner Tom Drennan, and Chairman Phillip Burke. Police Commissioner Robert Fitzgerald was excused. Clerk Joy Drennan and Attorney John Tajkowski were also present. The meeting opened with the Pledge of Allegiance.

**Reading of Election Results:**

The clerk read the election results.

**Oath of Office:**

Phillip Burke, Tom Drennan, and Carrie Logan took the oath of office.

**Amendment of Agenda:**

1. Under Old Business add item 1 non-binding tax levy

Tom Drennan made a motion to accept the amendments; Carrie Logan seconded the motion. The motion carried unanimously.

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

A motion was made by Kevin Liebig and seconded by Tom Drennan to approve the minutes of the March 17, 2011 meeting. The motion carried unanimously.

**Presentation and Payment of Bills:**

Bills in the amount of \$13,418.35 were presented by Treasurer Joy Drennan. 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; Tom Drennan seconded the motion. Tom Drennan spoke that several storm sewers were blocked; Phillip Burke added that he had reported 3 blocked inlets to MSD. The motion carried unanimously.

**Presentation by Warren Fine, CPA**

Warren Fine and David Burkhart of Fine & Associates, P.C. made a presentation to the board concerning an audit. Important requirements for a village are segregation of duties and handling of invoices. An audit provides an outside opinion of what we are doing right and what we are doing wrong. An audit also informs the community that the board is using funds for the intended purpose. It provides continuity when board changes due to election. They will report on observations and recommendations that the board could decide whether to implement or not such as are internal controls safe and sufficient to protect the funds of the village? Details of the report are intended for the board only although the reports are available of public record. Fine and Associates provide audit services for several other cities and the St. Louis County Municipal League. Billing is always on a not to exceed basis.

**Discussion from the Floor:**

Terry Heil requested information about housing inspections. We order inspections when we see or get complaints. We contract with St. John's for the housing inspection. Fee is \$45. If physical evidence is brought forward we can order an external property inspection. Tom will follow up with pictures with the permission of Mr. Heil to go on his property.

**Old Business:****1. Non-Binding Tax Levy**

*We must provide a non-binding tax levy that needs be provided to the county by state law. Based on our assessments our rate will be:*

	<b>Residential</b>	<b>Commercial</b>	<b>Personal Property</b>
<b>Tax Rate Summary</b>	0.0930	0.1130	0.1800
<b>Non-binding Tax Rate</b>	0.2120	0.2540	0.2530

**New Business:**

**1. Business License**

*Requested data has been submitted by the business proprietor. He requested a change in the business hours to 9am - 6pm. Although a fire inspection was completed on June 16, 2010 and would be honored for one year by the fire district the board requested an up to date fire inspection. The board will take the application under advisement.*

**2. CDBG (Bill 469, Ordinance 462)**

*The bill was read in full. A motion was made by Kevin Liebig and seconded by Tom Drennan (Bill 469, Ordinance 462) "An Ordinance Authorizing the Chairman of the Village of Sycamore Hills to Enter Into an Agreement With St. Louis County, Missouri for Municipal Housing and Community Development Cooperation Agreement 2011".*

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

<b>Trustee</b>	<b>Abstain</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>
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:*

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

*Thereupon Bill 469 was declared to be duly enacted as Ordinance 462.*

**3. 2011/2012 Budget (Bill 470, Ordinance 463)**

*The bill was read in full. A motion was made by Carrie Logan and seconded by Kevin Liebig (Bill 470, Ordinance 463) "An Ordinance Adopting a Budget for the General Funds for the Village of Sycamore Hills, Missouri for FY 2011-2012"*

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

<b>Trustee</b>	<b>Abstain</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>
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:*

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

*Thereupon Bill 470 was declared to be duly enacted as Ordinance 463.*

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

Attested by:

Joy Porter Drennan  
Village Clerk

**Work Session Minutes****1. Setbacks and Easements**

*The clerk has received some calls for rehab work and what the setbacks are for side and back property lines especially concerning garages. We have a means for the homeowner to request a variance. We may want to consider an ordinance addressing this issue.*

**2. Vacant Homes and Section 8 Housing**

*With incoming applications for section 8 housing there is a concern that the landlord and the tenant may have no pride in ownership of the home so the village must be cognizant of any nuisance violations. While the violations have daily fines a better approach would be to work with both the tenant and the owner to resolve any issues. The village may want to address adding a fee for vacant housing since those addresses require extra vigilance.*

**Chairman - Phillip Burke**

1. Assisted clerk with meeting preparation.
  2. Attended Mayors of Small Cities meeting.
  3. Attended St. Louis County Municipal League meeting.
  4. Cleaned storm sewers.
  5. Updated web site.
- 

**Finance Commissioner – Carrie Logan**

## Account Balances:

• St. Johns Bank (Checking)	\$ 90,369.31	March 31, 2011
• Wells Fargo (Money Market)	\$ 83,166.87	March 31, 2011
• Wells Fargo (Sewer Lateral)	\$ 16,157.52	March 31, 2011
• Revenue \$9530.78	Expense	\$13,368.35

---

**Street Commissioner – Tom Drennan**

1. Inspected and cleaned storm sewer inlets as needed of debris.
  2. Inspected and cleaned trash and debris from streets.
  3. Removed fallen limbs and branches.
- 

**Building Commissioner – Tom Drennan**

1. Issued permits as needed.
2. Provided updated copies of occupancy permits.

**Permits Issued: 3****Vacant Homes / For Sale / For Lease: 10**

---

**Sewer Lateral Administrator – Tom Drennan**

1. 24XX Brown Road- delivered and explained needed information for repair work.
  2. 89XX Midland Blvd. - delivered and explained needed information for repair work.
- 

**Police Commissioner – Robert Fitzgerald****Supplemental Report - Not available**

---

**Health Commissioner – Kevin Liebig**

1. Continued patrolling village for code violations.
2. Spoke with resident regarding rodent control.

**Health Code Inspections: See above.**

---

The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, May 19, 2011 in the Educational Building of Calvary United Church of Christ, 2501 Hartland Avenue. The meeting was called to order at 7:20 pm. Trustees present were Health Commissioner Kevin Liebig, Police Commissioner Robert Fitzgerald, Street Commissioner Tom Drennan, 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:**

1. Under New Business add "Lawn Mowing Ordinance (Bill 471, Ordinance 464)"
2. Under Work Session add "Vacant House Discussion"

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

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

A motion was made by Robert Fitzgerald and seconded by Kevin Liebig to approve the minutes of the April 21, 2011 meeting. The motion carried unanimously.

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

Bills in the amount of \$13,241.26 were presented by Treasurer Joy Drennan. Kevin Liebig 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; Kevin Liebig seconded the motion. The motion carried unanimously.

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

There was no discussion from the floor.

### **Old Business:**

#### **1. Business License**

*We have received all the information requested by the business owner. There were some complaints for the business. Owner has not done any business on the lot. Business license would be until December 31, 2011 with the requirements agreed to between the owner and the village. Kevin Liebig made a motion to accept the license with the conditions and was seconded by Tom Drennan. The motion passed unanimously.*

### **New Business:**

#### **1. Lawn Mowing Ordinance (Bill 471, Ordinance 464)**

*The bill was read in full. A motion was made by Kevin Liebig and seconded by Tom Drennan (Bill 471, Ordinance 464).*

*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 471 was declared to be duly enacted as Ordinance 464.*



The motion for adjournment was made Kevin Liebig and seconded by Tom Drennan. The motion carried unanimously. Adjournment was at 7:56 pm.

Attested by:

Joy Porter Drennan  
Village Clerk

## **Work Session Minutes**

**1. Repair of Barricades**

*Kevin Liebig will prepare an example.*

**2. Storage Shed Inventory**

*Phillip will inventory the shed.*

**3. Street Sign Inventory**

*Phillip will perform a sign inventory.*

**4. Brown Road Construction**

*The county plans for Brown Road repairs were discussed.*

**5. MSD Project**

*The preliminary plan does not appear to affect the village streets except in small areas.*

**6. Audit**

*We will budget for an audit next year.*

**7. Vacant Houses**

*We already have this in the codification book. Any building vacant for 6 months and has code violations.*

**8. Walton Trees**

*Phillip will review trees for removal*

**9. FEMA**

*Joy will check to see if we can access any funds for the tree removal on Walton.*

---

**Chairman - Phillip Burke**

1. Assisted clerk with meeting preparation.
  2. Attended Mayors of Small Cities meeting.
  3. Updated web site.
- 

---

**Finance Commissioner – Carrie Logan**

Account Balances:

- St. Johns Bank (Checking)                      \$ 81,271.34    April 30, 2011
  - Wells Fargo (Money Market)                      \$ 83,140.64    April 30, 2011
  - Wells Fargo (Sewer Lateral)                      \$ 16,157.52    April 30, 2011
  - Revenue \$18,346.66                                      Expense \$26,277.17
- 

---

**Street Commissioner – Tom Drennan**

1. Inspected and cleaned storm sewer inlets as needed of debris.
  2. Inspected and cleaned trash and debris from streets.
  3. Removed fallen limbs and branches.
- 

---

**Building Commissioner – Tom Drennan**

1. Issued permits as needed.
2. Provided updated copies of occupancy permits.

**Permits Issued: None****Vacant Homes / For Sale / For Lease: 10**

---

**Sewer Lateral Administrator – Tom Drennan**

1. None to report.
- 

---

**Supplemental Report-**

<b>Police Report Summary</b>	
Reporting Period	March 1-31, 2011
Contract Patrol	115.8
Additional Time in Village	19.0
Tickets issued	54
Payments received	\$1707.75

<b>Police Report Summary</b>	
Reporting Period	April 1-30, 2011
Contract Patrol	109.5
Additional Time in Village	16.3
Tickets issued	42
Payments received	\$862.50

---



---

**Health Commissioner – Kevin Liebig**

1. Continued patrolling village for code violations.
2. Spoke with resident regarding rodent control.

**Health Code Inspections:** See above.

The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, June 16, 2011 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, Finance Commissioner Carrie Logan, Police Commissioner Robert Fitzgerald, Street Commissioner Tom Drennan, 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:**

1. Under New Business add Item 1 "St. Louis County SAVES Ordinance".
2. Under Work Session add Item 6 "Time Limits on car covers".

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

**Public Hearing**

Record of attendance

Discussion

*Tom Drennan made a motion to remove the stairs and replace them with an ADA compliant ramp at the corner of Graceland and Hartland Avenues. Robert Fitzgerald 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 19, 2011 meeting. The motion carried unanimously.

**Presentation and Payment of Bills:**

Bills in the amount of \$19,393.01 were presented by Treasurer Joy Drennan. Kevin Liebig made a motion to pay the bills as presented; Carrie Logan seconded the motion. The motion carried unanimously.

**Reports of the Chairman and Commissioners:**

Reports were submitted by the Chairman and the Commissioners and are attached as Appendix A. Tom Drennan amended his report by noting an inspection for 24XX Oakland has been requested by St. John. Carrie Logan noted that a CD will come due on July 13; the funds will be transferred to St. John's Bank. Robert Fitzgerald made a motion to accept the reports as presented; Tom Drennan seconded the motion. The motion carried unanimously.

**Discussion from the Floor:**

Residents complained about 24XX Oakland (vacant due to fire) and 24XX Oakland (tall weeds). They expressed their frustration that despite complaints nothing seems to be done. St. John Police Officer Anderson with K-9 Unit Vos was present. He reported that the department is testing two Tahoe vehicles for supervisors.

**Old Business:**

None.

**New Business:****1. St. Louis County SAVES (Bill 472, Ordinance 465)**

*The bill was read in full. A motion was made by Carrie Logan and seconded by Kevin Liebig (Bill 472, Ordinance 465).*

*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 472 was declared to be duly enacted as Ordinance 465.*

The motion for adjournment was made Robert Fitzgerald and seconded by Kevin Liebig. The motion carried unanimously. Adjournment was at 7:54 pm.

Attested by:

Joy Porter Drennan  
Village Clerk

## **Work Session Minutes**

### **1. Repair of Barricades**

*Kevin Liebig will build a prototype out of 2" PVC pipe. Cost is approximately \$20 per barricade.*

### **2. Storage Shed Inventory**

*Phillip will inventory the shed.*

### **3. Street Sign Inventory**

*Phillip will perform a sign inventory.*

### **4. Walton Trees**

*Phillip will review trees for removal.*

### **5. Inspection of Homes**

*Each trustee will select one home on their street that needs review and will forward that data to the attorney. The Attorney will contact the city of St. John to see how to proceed. The St. John prosecutor handles all our cases; no one from the village needs to be present.*

### **6. Car Covers**

*Should we set a time limit on car covers? There are several cases in the village where vehicles have been covered for years. We will consider change in the ordinance to terminate at one year. Any request for extension will require the resident to show that it has been licensed.*

---

**Chairman - Phillip Burke**

1. Assisted clerk with meeting preparation.
2. Assisted Street and Health Commissioners with storm cleanup.
3. Attended Mayors of Small Cities meeting.
4. Updated web site.

---

**Finance Commissioner – Carrie Logan**

## Account Balances:

- St. Johns Bank (Checking) \$ 82,194.02 May 31, 2011
- Wells Fargo (Money Market) \$ 83,105.92 May 31, 2011
- Wells Fargo (Sewer Lateral) \$ 13,267.52 May 31, 2011
- Revenue \$35,330.89 Expense \$46,265.49

---

**Street Commissioner – Tom Drennan**

1. Inspected and cleaned storm sewer inlets as needed of debris.
2. Inspected and cleaned trash and debris from streets.
3. Removed fallen limbs and branches.

---

**Building Commissioner – Tom Drennan**

1. Issued permits as needed.
2. Provided updated copies of occupancy permits.
3. Inspected complaints of dead trees at 24XX Northland and 24XX Ashland. No dead trees observed.
4. Inspected fence complaint at 24XX Walton Road.
5. Spoke with resident at 24XX Walton about erecting a canopy in backyard.

**Permits Issued: 2****Vacant Homes / For Sale / For Lease: 10**

---

**Sewer Lateral Administrator – Tom Drennan**

1. None to report.

---

**Police Commissioner – Robert Fitzgerald****Supplemental Report-**

<b>Police Report Summary</b>	
Reporting Period	May 1-31, 2011
Contract Patrol	106.10
Additional Time in Village	17.10
Tickets issued	31
Payments received	1619.00

After receiving two complaints about the number of vehicles that have been sitting for extended periods, the last caller suggested the Board of Trustees draft or modify an ordinance to limit the time a vehicle could remain covered.

---

**Health Commissioner – Kevin Liebig**

1. Continued patrolling village for code violations.
2. Inspected properties for complaints at
  - 24XX Oakland (weeds two feet tall, empty 8 years, washer/dryer covered with a tarp in backyard)
  - House in 2400 block of Oakland (caller not sure of address, overgrown weeds and trash)
  - 24XX Hartland (caller requests Village help those who cannot maintain their yards. Weeds along fence line need to be cut down.

**Health Code Inspections:** See above.

The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, July 21, 2011 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 Finance Commissioner Carrie Logan, Street Commissioner Tom Drennan, and Chairman Phillip Burke. Health Commissioner Kevin Liebig and Police Commissioner Robert Fitzgerald were 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 Carrie Logan to approve the minutes of the June 16, 2011 meeting. The motion carried unanimously.

**Presentation and Payment of Bills:**

Bills in the amount of \$13,810.17 were presented by Treasurer Joy Drennan. Tom Drennan made a motion to pay the bills as presented; Carrie Logan seconded the motion. The motion carried unanimously.

**Reports of the Chairman and Commissioners:**

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

**Discussion from the Floor:**

The St. John Police Chief relayed a message about copper thefts increasing in the area. The thieves target homes that appear vacant.

**Old Business:**

None.

**New Business:**

None.

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

Attested by:

Joy Porter Drennan  
Village Clerk

**Work Session Minutes****1. Barricade Preliminary Design**

*Phillip and Kevin will procure materials and assemble 6 barricades*

**2. Inspection of Homes**

*Each trustee will select one home on their street that needs review and will forward that data to the attorney. The Attorney will contact the city of St. John to see how to proceed. The St. John prosecutor handles all our cases; no one from the village needs to be present.*

**3. Investments**

*Carrie gave some options for investments. We will take the \$50,000 CD that matured and open two \$25,000 CDs at St. John's Bank, one for a period of 12 months and one for a period of 18 months.*

**4. Public Works Projects****a. Curbs**

*Curb on east side of McKibbon to fix alleyway erosion and storm sewer inlet.*

**b. Sidewalks**

*Should we look for sidewalk issues?*

**c. CDBG funds for Hartland and Graceland Corner**

*Phillip and Joy will work on an RFQ for the project.*

**5. Storage Shed Inventory**

*Phillip will inventory the shed.*

**6. Street Sign Inventory**

*Phillip will perform a sign inventory.*

**7. Walton Trees**

*Phillip contacted AmerenUE to see if trees can be removed by them.*

---

**Chairman - Phillip Burke**

1. Assisted clerk with meeting preparation.
  2. Updated web site.
  3. Worked with Health Commissioner on barricade design.
- 

**Finance Commissioner – Carrie Logan**

## Account Balances:

- St. Johns Bank (Checking)                      \$ 82,194.02    June 30, 2011
  - St. Johns Bank (CDs)                              \$ 50,000.00    June 30, 2011
  - Wells Fargo (Money Market)                      \$ 83,069.69    June 30, 2011
  - Wells Fargo (Sewer Lateral)                      \$ 12,892.52    June 30, 2011
- 

**Street Commissioner – Tom Drennan**

1. Inspected and cleaned storm sewer inlets as needed of debris.
  2. Inspected and cleaned trash and debris from streets.
  3. Removed fallen limbs and branches.
- 

**Building Commissioner – Tom Drennan**

1. Issued permits as needed.
2. Provided updated copies of occupancy permits.
3. Inspected complaints (for second time) of dead trees at 24XX Northland and 24XX Ashland.
4. Sent violation letters to 24XX Walton Road, 24XX Walton Road, 89XX Sycamore Court, 24XX Ashland, 24XX Oakland.
5. Ordered inspections for 24XX Oakland.
6. Issued seven (7) violation letters.

**Permits Issued: 2****Vacant Homes / For Sale / For Lease: 10**

---

**Sewer Lateral Administrator – Tom Drennan**

1. None to report.
- 

**Police Commissioner – Robert Fitzgerald****Supplemental Report-**

<b>Police Report Summary</b>	
Reporting Period	June 1-30, 2011
Contract Patrol	103.1
Additional Time in Village	118.0
Tickets issued	29
Payments received	\$1400.75

---

**Health Commissioner – Kevin Liebig**

1. Continued patrolling village for code violations.
2. Inspected properties for complaints as needed.

**Health Code Inspections:** See above.



The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, August 18, 2011 in the Educational Building of Calvary United Church of Christ, 2501 Hartland Avenue. The meeting was called to order at 7:02pm. Trustees present were Finance Commissioner Carrie Logan, Street Commissioner Tom Drennan, Health Commissioner Kevin Liebig and Chairman Phillip Burke. Police Commissioner Robert Fitzgerald was excused. Clerk Joy Drennan and Attorney John Tajkowski were also present. The meeting opened with the Pledge of Allegiance.

**Amendment of Agenda:**

Work session preliminary tax figures.

1. Under Work Session add Item 8 "Preliminary Tax Figures".

Carrie Logan made a motion to accept the amendments; 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 July 21, 2011 meeting. The motion carried unanimously.

**Presentation and Payment of Bills:**

Bills in the amount of \$13,666.96 were presented by Treasurer Joy Drennan. 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; Kevin Liebig seconded the motion. The motion carried unanimously.

**Discussion from the Floor:**

The St. John Police Chief mentioned that the copper theft has slowed down as some arrests have occurred. The thieves target homes that appear vacant.

**Old Business:**

None.

**New Business:**

**1. County CDBG Requirement (Bill 472, Ordinance 465)**

*The bill was read in full. A motion was made by Kevin Liebig and seconded by Carrie Logan (Bill 472, Ordinance 465).*

*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 472 was declared to be duly enacted as Ordinance 465.*

**2. Police Contract**

*There will be an increase of 4.7%*

*Kevin Liebig made a motion to approve the increase; Tom Drennan seconded the motion. The motion carried unanimously.*

**3. Lion's Fair in Overland**

*The village will barricade Walton, Oakland, and Ashland starting Wednesday August 25 through Sunday August 28.*

The motion for adjournment was made Tom Drennan and seconded by Carrie Logan. The motion carried unanimously. Adjournment was at 7:29 pm.

Attested by:

Joy Porter Drennan

Village Clerk

## **Work Session Minutes**

**1. Barricade Assembly**

*Phillip and Kevin will procure materials and assemble 6 barricades for the Lion's Fair.*

**2. Inspection of Homes**

*Each trustee will select one home on their street that needs review and will forward that data to the attorney. The Attorney will contact the city of St. John to see how to proceed. The St. John prosecutor handles all our cases; no one from the village needs to be present.*

*The attorney will follow up with the prosecutor.*

**3. Sewer Separation Project**

*Phillip met with MSD representatives, Reitz and Jens, and Overland officials regarding sewer separation project to discuss the project and review the plans.*

**4. Public Works Projects****a. Curbs**

*Curb on east side of McKibbon to fix alleyway erosion and storm sewer inlet.*

**b. Sidewalks**

*Should we look for sidewalk issues?*

**c. CDBG funds for Hartland and Graceland Corner**

*Joy has prepared the RFQ for the project.*

**5. Storage Shed Inventory**

*Phillip will inventory the shed when the weather cools.*

**6. Street Sign Inventory**

*Phillip will perform a sign inventory when the weather cools.*

**7. Walton Trees**

*Phillip contacted AmerenUE to see if trees can assist in removing the trees.*

**8. Preliminary Tax Figures**

*Joy discussed the preliminary tax figures. This will be an ordinance on the September agenda.*

---

**Chairman - Phillip Burke**

1. Assisted clerk with meeting preparation.
2. Updated web site.
3. Met with MSD representatives, Reitz and Jens, and Overland officials regarding sewer separation project.

---

**Finance Commissioner – Carrie Logan**

## Account Balances:

- St. Johns Bank (Checking)                      \$ 77,639.80    July 31, 2011
- St. Johns Bank (CDs)                            \$ 100,000.00    July 31, 2011
- Wells Fargo (Money Market)                    \$ 33,338.76    July 31, 2011
- Wells Fargo (Sewer Lateral)                    \$ 12,892.52    July 31, 2011
- Revenue \$59,472.82                              Expense \$73,795.20

---

**Street Commissioner – Tom Drennan**

1. Inspected and cleaned storm sewer inlets as needed of debris.
2. Inspected and cleaned trash and debris from streets.
3. Removed fallen limbs and branches.

---

**Building Commissioner – Tom Drennan**

1. Issued permits as needed.
2. Provided updated copies of occupancy permits.
3. Inspected complaints (for third time) of dead trees at 24XX Northland and 24XX Ashland. Final letter to be issued.
4. Re-inspected (7) violations from previous complaints.
5. Issued four (4) violation letters issued.

**Permits Issued: 4****Vacant Homes / For Sale / For Lease: 10**

---

**Sewer Lateral Administrator – Tom Drennan**

1. None.

---

**Police Commissioner – Robert Fitzgerald****Supplemental Report-**

<b>Police Report Summary</b>	
Reporting Period	07/01-7/31/2011
Contract Patrol	105.7
Additional Time in Village	9.0
Tickets issued	26
Payments received	\$2,044.50

---

**Health Commissioner – Kevin Liebig**

1. Continued patrolling village for code violations.
2. Inspected properties for complaints as needed.

**Health Code Inspections:** See above.

The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, September 15, 2011 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 Finance Commissioner Carrie Logan, Street Commissioner Tom Drennan, Health Commissioner Kevin Liebig and Police Commissioner Robert Fitzgerald. Chairman Phillip Burke was excused. Clerk Joy Drennan and Attorney John Tajkowski were also present. The meeting opened with the Pledge of Allegiance.

### **Public Hearing - 2011 Tax Rate**

Set the Tax Rate for 2011 (Bill 473, Ordinance 466)

*The Public Hearing was called to order at 7:02 pm. The village clerk explained the tax rate.*

*The bill was read in full. A motion was made by Carrie Logan and seconded by Kevin Liebig (Bill 473, Ordinance 466) "An Ordinance establishing the annual rate of tax levy for the year 2011".*

*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 473 was declared to be duly enacted as Ordinance 466.*

### **Amendment of Agenda:**

Work session preliminary tax figures.

1. Under New Business add Item 1 "Gross Receipts Tax, Bill 474, Ordinance 467".

Kevin Liebig made a motion to accept the amendments; Carrie Logan 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 July 21, 2011 meeting. The motion carried unanimously.

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

Bills in the amount of \$12,870.20 were presented by Treasurer Joy Drennan. Kevin Liebig made a motion to pay the bills as presented; Carrie Logan seconded the motion. The motion carried unanimously.

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

Reports were submitted by the Chairman and the Commissioners and are attached as Appendix A. Kevin Liebig noted that efforts are being made to clean up some of the properties that received violation letters. The attorney will send a letter to 24XX Hartland due to debris and weeds in excess of four feet. Robert Fitzgerald noted that 51 tickets were issued and the village received \$2807.71. There was also an investigation conducted on a vehicle without license plates. Carrie Logan 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. Gross Receipts Tax (Bill 474, Ordinance 467)**

*This bill reaffirms the gross receipts tax be imposed within the village.*

*The bill was read in full. A motion was made by Carrie Logan and seconded by Kevin Liebig (Bill 474, Ordinance 467).*

*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 474 was declared to be duly enacted as Ordinance 467.*

The motion for adjournment was made Carrie Logan and seconded by Tom Drennan. The motion carried unanimously. Adjournment was at 7:40 pm

Attested by:

Joy Porter Drennan  
Village Clerk

**Work Session Minutes**

**1. Distressed Cities**

*The article concerning distressed cities was distributed and discussed.*

**2. Inspection of Homes**

*The attorney followed up with the prosecutor concerning pending cases and reported*

**3. Public Works Projects**

**a. RFQ Status**

*The clerk reported that the RFQs were sent out and are due for the October meeting.*

**4. Storage Shed Inventory**

*Phillip will inventory the shed when the weather cools.*

**5. Street Sign Inventory**

*Phillip will perform a sign inventory when the weather cools.*

**6. Walton Trees**

*Phillip discussed the project with the AmerenUE vegetation supervisor and believes we can come to a cost sharing agreement on the removal and replacement of trees.*

**7. Miscellaneous**

---

**Chairman - Phillip Burke**

1. Assisted clerk with meeting preparation.
2. Updated web site.
3. Distributed parking permits for Walton Road
4. Assisted in assembling and setting up barricades for Lion's Fair.
5. Spoke with AmerenUE tree supervisor about removal of trees on Walton Road.

---

**Finance Commissioner – Carrie Logan**

## Account Balances:

- St. Johns Bank (Checking)                      \$ 64,050.61    August 31, 2011
- St. Johns Bank (CDs)                            \$ 100,000.00    August 31, 2011
- Wells Fargo (Money Market)                    \$ 33,339.04    August 31, 2011
- Wells Fargo (Sewer Lateral)                    \$ 12,892.52    August 31, 2011
- Revenue \$76,135.91                              Expense \$86,684.74

---

**Street Commissioner – Tom Drennan**

1. Inspected and cleaned storm sewer inlets as needed of debris.
2. Inspected and cleaned trash and debris from streets.
3. Removed fallen limbs and branches.
4. Assisted in assembling and setting up barricades for Lion's Fair.

---

**Building Commissioner – Tom Drennan**

1. Issued permits as needed.
2. Provided updated copies of occupancy permits.
3. Assisted with parking passes for Lions Fair.

**Permits Issued: 4****Vacant Homes / For Sale / For Lease: 10**

---

**Sewer Lateral Administrator – Tom Drennan**

1. None.

---

**Police Commissioner – Robert Fitzgerald****Supplemental Report-**

<b>Police Report Summary</b>	
Reporting Period	August 1 - 31, 2011
Contract Patrol	Not Available
Additional Time in Village	Not Available
Tickets issued	51
Payments received	\$2807.71

---

**Health Commissioner – Kevin Liebig**

1. Continued patrolling village for code violations.
2. Inspected properties for complaints as needed.
3. Assisted with Lion Fair parking permits.
4. Assisted in assembling and setting up barricades for Lion's Fair.

**Health Code Inspections:** See above.

The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, October 20, 2011 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 Finance Commissioner Carrie Logan, Health Commissioner Kevin Liebig, Police Commissioner Robert Fitzgerald and Chairman Phillip Burke. 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:**

None.

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

A motion was made by Robert Fitzgerald and seconded by Kevin Liebig to approve the minutes of the September 15, 2011 meeting. The motion carried unanimously.

**Presentation and Payment of Bills:**

Bills in the amount of \$13,329.92 were presented by Chairman Phillip Burke. Kevin Liebig made a motion to pay the bills as presented; Carrie Logan seconded the motion. The motion carried unanimously.

**Reports of the Chairman and Commissioners:**

Reports were submitted by the Chairman and the Commissioners and are attached as Appendix A. Carrie Logan 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 Carrie Logan and seconded by Kevin Liebig. The motion carried unanimously. Adjournment was at 7:08 pm

Attested by:

Joy Porter Drennan

Village Clerk

## **Work Session Minutes**

**1. Distressed Cities Legislation**

*The article concerning distressed cities was distributed and discussed.*

**2. Review of Business License Criteria**

*We reviewed the business license requirements prior to renewal.*

**3. Village owned property at 8605 Lackland**

*The board will request a meeting of the Zoning Commission to request the property be rezoned to a business. Our goal is to put the property on the market next year.*

**4. Public Works Projects****a. RFQ Status**

*The clerk reported that only one RFQ has been returned. Other requests have gone out.*

**5. MSD Sewer Project**

*Phillip talked to the engineering firm to confirm the backfill and pavement requirements for any street trenching.*

---

**Chairman - Phillip Burke**

1. Assisted clerk with meeting preparation.
2. Updated web site.
3. Trimmed trees located on village property at 8605 Lackland and triangle on Northland.
4. Removed low limb on Walton Road.
5. Attended Mayors of Small Cities Meeting.
6. Taught two political science classes for St. Louis Community College.

---

**Finance Commissioner – Carrie Logan**

## Account Balances:

- St. Johns Bank (Checking)                      \$ 75,319.89    September 30, 2011
- St. Johns Bank (CDs)                            \$ 100,000.00    September 30, 2011
- Wells Fargo (Money Market)                    \$ 33,279.31    September 30, 2011
- Wells Fargo (Sewer Lateral)                    \$ 12,742.52    September 30, 2011
- Revenue \$87,205.21                              Expense \$100,031.65

---

**Street Commissioner – Tom Drennan**

1. Inspected and cleaned storm sewer inlets as needed of debris.
2. Inspected and cleaned trash and debris from streets.
3. Removed fallen limbs and branches.

---

**Building Commissioner – Tom Drennan**

1. Issued permits as needed.
2. Provided updated copies of occupancy permits.
3. Assisted with parking passes for Lions Fair.

**Permits Issued: 6****Vacant Homes / For Sale / For Lease: 10**

---

**Sewer Lateral Administrator – Tom Drennan**

1. None.

---

**Police Commissioner – Robert Fitzgerald****Supplemental Report-**

<b>Police Report Summary</b>	
Reporting Period	September 1-30, 2011
Contract Patrol	118.1
Additional Time in Village	15.0
Tickets issued	43
Payments received	\$ 1531.50

---

**Health Commissioner – Kevin Liebig**

1. Continued patrolling village for code violations.
2. Inspected properties for complaints as needed.

**Health Code Inspections: See above.**

---



The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, November 17, 2011 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 Finance Commissioner Carrie Logan, Health Commissioner Kevin Liebig, Police Commissioner Robert Fitzgerald, Street Commissioner Tom Drennan, 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:**

None.

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

A motion was made by Kevin Liebig and seconded by Tom Drennan to approve the minutes of the October 20, 2011 meeting. The motion carried unanimously.

**Presentation and Payment of Bills:**

Bills in the amount of \$12,157.52 were presented by Joy Drennan. 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. Carrie Logan made a motion to accept the reports as presented; Kevin Liebig seconded the motion. The motion carried unanimously.

**Discussion from the Floor:**

There was discussion concerning code enforcement.

**Old Business:**

None.

**New Business:**

None.

The motion for adjournment was made Tom Drennan and seconded by Carrie Logan. The motion carried unanimously. Adjournment was at 7:18 pm

Attested by:

Joy Porter Drennan

Village Clerk

**Work Session Minutes****1. Village owned property at 8605 Lackland**

*The board will request a meeting of the Zoning Commission on January 23, 2012 to request the property be rezoned to a business. Our goal is to put the property on the market next year.*

**2. Public Works Projects**

*The village selected Sterling engineering to prepare requirements for the Hartland/Graceland intersection.*

*The village will have a public hearing to move money from CDBG home improvement to public improvements.*

**3. MSD Sewer Project**

*Phillip talked to the engineering firm to confirm the backfill and pavement requirements for any street trenching.*

**4. Distressed Cities**

*We discussed the proposed legislation and suggestions from the MOSC.*

**Chairman - Phillip Burke**

1. Assisted clerk with meeting preparation.
2. Updated web site.
3. Attended Mayors of Small Cities Meeting.
4. Cleaned storm sewer inlets.

**Finance Commissioner – Carrie Logan**

## Account Balances:

- St. Johns Bank (Checking)                      \$ 75,319.89    September 30, 2011
- St. Johns Bank (CDs)                            \$ 100,000.00    September 30, 2011
- Wells Fargo (Money Market)                    \$ 33,279.31    September 30, 2011
- Wells Fargo (Sewer Lateral)                    \$ 12,742.52    September 30, 2011
- Revenue \$87,205.21                              Expense \$100,031.65

**Street Commissioner – Tom Drennan**

1. Inspected and cleaned storm sewer inlets as needed of debris.
2. Inspected and cleaned trash and debris from streets.
3. Removed fallen limbs and branches.

**Building Commissioner – Tom Drennan**

1. Issued permits as needed.
2. Provided updated copies of occupancy permits.
3. Assisted with parking passes for Lions Fair.

**Permits Issued:** 6**Vacant Homes / For Sale / For Lease:** 10**Sewer Lateral Administrator – Tom Drennan**

1. None.

**Police Commissioner – Robert Fitzgerald****Supplemental Report-**

<b>Police Report Summary</b>	
Reporting Period	October 1-31, 2011
Contract Patrol	144.61
Additional Time in Village	13.0
Tickets issued	47
Payments received	\$ 2,004.50

**Health Commissioner – Kevin Liebig**

1. Continued patrolling village for code violations.
2. Inspected properties for complaints as needed.

**Health Code Inspections:** See above.

The regular monthly meeting of the Board of Trustees of the Village of Sycamore Hills, St. Louis County, Missouri was held Thursday evening, December 15, 2011 in the Educational Building of Calvary United Church of Christ, 2501 Hartland Avenue. The meeting was called to order at 7:08 pm. Trustees present were Finance Commissioner Carrie Logan, Health Commissioner Kevin Liebig, Street Commissioner Tom Drennan, and Chairman Phillip Burke. Clerk Joy Drennan and Attorney John Tajkowski were also present. Police Commissioner Robert Fitzgerald was excused. The meeting opened with the Pledge of Allegiance.

**Amendment of Agenda:**

None.

**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 17, 2011 meeting. The motion carried unanimously.

**Presentation and Payment of Bills:**

Bills in the amount of \$14,745.36 were presented by Joy Drennan. 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. Carrie Logan made a motion to accept the reports as presented; Kevin Liebig seconded the motion. The motion carried unanimously.

**Discussion from the Floor:**

There was discussion concerning code enforcement.

**Old Business:**

*None.*

**New Business:****1. Approval of 2012 Business Licenses**

*Crown of Africa hair braiding was approved until January 19 pending their compliance with the business license requirements; all other businesses had submitted the appropriate items. Tom Drennan made a motion to approve the business licenses; Kevin Liebig seconded the motion. The motion carried unanimously.*

The motion for adjournment was made Kevin Liebig and seconded by Carrie Logan. The motion carried unanimously. Adjournment was at 7:21pm.

Attested by:

Joy Porter Drennan  
Village Clerk

**Work Session Minutes****1. Public Works Projects**

*The village selected Sterling engineering to prepare requirements for the Hartland/Graceland intersection. This data has been submitted to the CDBG. Once they approve we can contact the engineer and proceed with the project.*

*The village will have a public hearing to move funds from the CDBG home improvement fund to public improvements.*

**2. MSD Sewer Project**

*Phillip talked to the engineering firm to confirm the backfill and pavement requirements for any street trenching. He attended the community meeting hosted by MSD.*

**3. Zoning Commission Appointments**

*Several suggestions for new members were given.*

---

**Chairman - Phillip Burke**

1. Assisted clerk with meeting preparation.
2. Updated web site.
3. Attended Mayors of Small Cities Meeting.
4. Cleaned storm sewer inlets.
5. Assisted with business licenses.
6. Inspected tree complaints.
7. Inspected trip hazard complaint.

---

**Finance Commissioner – Carrie Logan**

## Account Balances:

- St. Johns Bank (Checking)                      \$ 73,884.88    November 30, 2011
- St. Johns Bank (CDs)                            \$ 100,000.00    November 30, 2011
- Wells Fargo (Money Market)                    \$ 33,279.86    November 30, 2011
- Wells Fargo (Sewer Lateral)                    \$ 12,742.52    November 30, 2011
- Revenue \$116,376.11                            Expense \$128,156.43

---

**Street Commissioner – Tom Drennan**

1. Inspected and cleaned storm sewer inlets as needed of debris.
2. Inspected and cleaned trash and debris from streets.
3. Removed fallen limbs and branches.
4. Inspected trip hazard concern.
5. Reviewed plans for zoning approval.

---

**Building Commissioner – Tom Drennan**

1. Issued permits as needed.
2. Provided updated copies of occupancy permits.

Permits Issued: None

Vacant Homes / For Sale / For Lease: 5

---

**Sewer Lateral Administrator – Tom Drennan**

1. None.

---

**Police Commissioner – Robert Fitzgerald****Supplemental Report-**

<b>Police Report Summary</b>	
Reporting Period	November 1-20, 2011
Contract Patrol	106.00
Additional Time in Village	10.50
Tickets issued	7
Payments received	\$2165.50

---

**Health Commissioner – Kevin Liebig**

1. Continued patrolling village for code violations.
2. Inspected properties for complaints as needed.

Health Code Inspections: See above.