

**Tower Grove South Concerned Citizens SBD  
Monthly Board Meeting Minutes  
Monday, August 19, 2019**

Location: St. Paul United Church of Christ  
Begin Time: 6:45 PM  
End Time: 8:30 PM

Commissioners Present: Kathryn Heitzenroeder (Chair), Deborah Cohen, Julien Marin-Couilloud,  
David Allen

Commissioners Absent: Katy Shackelford

There was a quorum

Guests in Attendance: Trevor Russel (City Wide Security), Gary Newcomer (ex-Board member),  
Terry Hoffman (Business Manager), Dionne Flowers (City Registrar)

I. Welcome

II. CWS Report

- Trevor Russel from City Wide Security (CWS) gave an update regarding patrols and recent crime statistics in the district (reference CN's)
- T.Hoffman will communicate to CWS missing incident reports (send to Michelle, cc Trevor and Board)
- Log reports should be made available but police CN's should not be available for public acc
- CWS GPS has not been working since June.
  - Julien to send Michelle an email stating this issue needs resolution ASAP (give her a week to have new GPS in place). Once new GPS in place, Board should have access to system.
  - Also need to use GPS to validate billing/invoices.

III. Business Administrator Report

- YTD budget was presented (through July, 2019). YTD spending \$67,344 (\$62,725 being spent on security patrols (which includes 4 weeks of patrols in 2018).
- Discussed Officer Neal issues.
- T.Hoffman needs to develop 2020 budget (for annual safety meeting). Bring to September board meeting for review/approval by board.
- Signs
  - reviewed the current sign proposals.
  - Board approved 18"x24" landscape (horizontal) version. Gave approval to order 15 A-frames and 30 sign inserts.

- Each sign insert will be printed double-sided with one side having the monthly meeting announcement and the other side having the annual meeting announcement.
- Board will decide at September meeting how to distribute and place outside prior to each meeting.
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- CWS lockbox
  - Need to purchase a smart lockbox to replace existing lockbox (so it can be tracked when opened/accessed). Looking for the kind that can straddle a hand rail.
  - T.Hoffman to explore options and present to Board.
  - Once approved, T.Hoffman to purchase and install at Julien's residence (3630 McDonald).
  - K.Heitzenroeder moves to approve purchase of smart lockbox (not to exceed \$250). D.Cohen seconds. All in favor.
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  - budget amounts will likely need to be re-allocated at future Board meetings to allow for adjustments to planned spending for camera program and security patrols.

#### IV. Old Business

- D.Cohen and J. Marin-Couilloud C and Julien sworn in by City Registrar.
- Annual meeting schedule for 10/27/2019, 7:00pm – 8:00pm at the Carpenter Branch of the St. Louis Public Library. Meeting room will be open at 6pm. Need to determine necessary communication prior to meeting.
- K.Heitzenroeder still pursuing pedestrian lighting options ... will be sending letter to the Mayor's Office.
- Current board is still short of two members ... need 2 renters. Be sure to mention this as an "ask" at the annual meeting.

#### V. New Business

- K. Heitzenroeder nominates K. Shackelford as Secretary. D. Allen seconds and all in favor.
- T.Hoffman to schedule appointment with the SLMPD Real Time Crime Center in order to initiate neighborhood camera installations.
  - Will need to issue an RFP for the contracted work to be completed

#### VI. Conclude

- D.Cohen moves to adjourn meeting. K.Heitzenroeder seconds and all in favor.
- Meeting adjourns at 8:30pm.
- Next Board Meeting: Monday, September 16<sup>th</sup>, 6:45pm, St. Paul United Church of Christ.

Submitted by Terry Hoffman (in absence of Secretary).

*Terry Hoffman* 9/16/2019