

**Tower Grove South Concerned Citizens SBD
Monthly Board Meeting Minutes
Monday, September 16, 2019**

Location: St. Paul United Church of Christ

Begin Time: 6:45 PM

End Time: 9:00 PM

Commissioners Present: Kathryn Heitzenroeder (Chair), Deborah Cohen, Katy Shackelford

Commissioners Absent: Julien Marin-Couilloud, David Allen

There was not a Quorum

Guests in Attendance: Trevor Russel (City Wide Security), Terry Hoffman (Business Manager),

- Welcome
- CWS Report
 - Trevor Russel from City Wide Security (CWS) gave an update regarding patrols in the district.
 - Kathryn H. and Terry H. plan to visit the Real Time Crime Center before the October meeting and report back with their findings.
- Business Administrator Report
 - Budget: Terry presented the YTD budget (through August 30, 2019). The board discussed the planned use of funds for patrols and surveillance cameras, and the goal to spend down the surplus on targeted initiatives. An idea was presented that some of the funds could be pooled with neighboring taxing districts to secure a social worker to be stationed at the Carpenter Library. Discussion followed and the idea was tabled. As a quorum was not present; therefore an electronic vote was suggested to ensure compliance.
- Old Business
 - Quorum: The board has struggled to meet quorum to conduct businesses due to the high number of board member absences. It was suggested that members who regularly cannot attend be extended the opportunity to resign if they could not meet their obligations. Recruiting rental property owners for the board has been difficult and the existing members were tasked with actively recruiting interested parties to ensure a quorum could be met to conduct board business.
- New Business
 - Annual Safety Meeting: The Annual Safety Meeting is scheduled for October 17th at 7 PM to be held at the Carpenter Branch Library. Trevor would not be available to present at the October meeting; therefore Deborah volunteered to contact Citywide to secure a representative for the meeting. Terry reported that the signs were going to be delivered to the home of Katy for storage and they were to be placed around the district one week prior to the meeting. Katy and Deborah agreed to promote the meeting on social media via Nextdoor, Facebook, and Twitter. Deborah agreed to place the legal notice in the newspaper. Kathryn H. was tasked with bringing the sign-in sheet. It was advised to

book the room in the library in January for the 2020 meeting because reservations fill up quickly.

- Coordination Efforts: Katy reported that she met with Alderwoman Green prior to the September meeting. She was advised to meet with Sean Spencer from the Tower Grove South CDC and Rachel Witt from the South Grand Community Improvement District. She will report back her findings regarding the efforts of the neighboring groups and how they may be able to better coordinate their efforts.
 - Transparency: At the August meeting, Katy was elected board secretary. Following the annual meeting, she will prepare minutes and agendas to post to the website. The board was interested in creating a social media presence to promote meetings and increase the public involvement. Further discussion was recommended.
- Adjournment
 - The meeting adjourned at 8:45

- Is absolutely critical for all Board members to be present at future meetings (which are always held on the 3rd Monday of each month, 6:45pm, at St. Paul United Church of Christ) in order to maintain a quorum for District business and decisionmaking.
- With the resignation of Gary Newcomer on 5/20/2019, the Board does not have a Secretary. This position needs to be assigned at the next Board meeting.
- K.Heitzenroeder has submitted a request for enhanced pedestrian lighting in the District and the Streets Department has refused (claiming they don't want to be responsible for lights that may potentially shine in resident's homes). She will follow-up with a letter to the Mayor indicating the need for additional/enhanced lighting (will cc Jim Edwards, Megan Green and Steve Conway (Chair of Ways & Means Committee).
- T.Hoffman to get additional pricing for 2-sided signage and present to Board before making final decision on signs.
- No word from Ald. Megan Green re: submission and approval of the 2019 budget and annual report. Both documents were re-forwarded to M.Green in mid-June.

V. New Business

- Bill Clendenin (Soulard Camera System coordinator) was a guest and spoke about several of the key first steps to be taken for camera deployment.
 - Determine potential number of camera locations to maximize investment, impact and exposure.
 - Focus on key hot spot targets and locations within the District. T.Hoffman to schedule meeting with SLMPD and the Real Time Crime Center (RTCC) to review crime stats, maps and to determine optimal locations. Key contacts are Lt. Brent Feig and Sgt. Long.
 - Placement and aiming of cameras at individual sites is critical (site lines, height, etc.) and likely to be adjusted over time.
- Other key points:
 - Will need to issue an RFP for the contracted work to be completed
 - - Multiple contractors will likely be needed. One will be the camera tech contract (Soulard utilizes Will Electronics) and one will be an electrician to perform the installation (Soulard uses RJP and Rheinhold).
 - Charter (or other internet provider) is also needed to connect camera to RTCC.
 - Conduct walk-throughs (at each installation site) with camera tech, electrician, and property owner.
 - Genetec software is used to access camera database, infrastructure and library.
 - Will also need liability insurance and property damage insurance
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 - Net ... camera deployment will be a time-consuming process and one (or more) Board members (or the Business Manager) will need to be intimately involved in every step.

VI. Conclude

- All in favor of adjourning meeting at 9:00 pm.
- Next Board Meeting: Monday, August 19th, 6:45pm, location TBD.

Submitted by Katy Shackelford (in absence of Secretary).

Kathryn Shackelford
Signed 2/11/21