

**Tower Grove South Concerned Citizens SBD  
Monthly Board Meeting Minutes  
Monday, July 20, 2020**

Location: Zoom  
Begin Time: 6:45 PM

Participant	Attendance	Participant	Attendance
Kathryn Heitzenroeder, Chair	X	Deborah Cohen, Treasurer/Vice Chair	X
Katy Shackelford, Secretary	X	Commissioner, Vacant	
Lauren Pyatt, Commissioner	X	Carrie Koeller, Commissioner	X
Commissioner, Vacant		Terry Hoffman, Business Manager	X
Trevor Russel, CWS	X		

A quorum was met.

I. Welcome

II. CWS Report

Trevor reported that neighborhood activity was normal for the month. He noted that the police have been receiving a high number of calls at Phillips and Gravois. He noted that the Grey Fox has been an area of concern as of late. Activity reported by the district is very low for this time of year. No updates on problem properties to report. Trevor reported that changes to police shifts due to abnormal activity have ended. The patrols are have returned to normal schedule.

III. Approval of Previous Minutes:

May Minutes: Lauren asked to amend the minutes to include discussion of contacting neighbors and soliciting feedback.

MOTION TO APPROVE THE MAY and JUNE and Amended, Lauren 2nds

Participant	Support	Oppose
Kathryn Heitzenroeder, Chair	X	
Katy Shackelford, Secretary	X	
Lauren Pyatt, Commissioner	X	
Carrie Koeller, Commissioner	X	
Deborah Cohen, Treasurer/Vice Chair	X	

All in favor, motion passes.

IV. Business Administrator Report

Terry report no significant changes in the budget. The additional tax disbursement has not yet been received. Terry reported that at the current rate of consumption, TGSCCSBD we will be over budget on the patrol line item by approximately \$25-30k. Terry asked the board if they wanted to reduce patrols or modify the budget. Kathryn noted that the account has adequate funds to cover the cost and would like to be reminded of this issue later in the calendar year for reconsideration. Deborah added that due to the season and external conditions, the time is not ideal to reduce patrols. Terry noted that if we were to reduce patrols during the year, we would need to decide before the end of August. Lauren asked if there was a pay differential between shifts? Kathryn reported that there was no pay differential for shifts unless they fall on a holiday. Terry reported that he expected to receive the disbursement check for TGSCCSBD within the next two weeks. Terry will be forwarding the authorized signature form to Kathryn so that the disbursement check can be deposited.

Financial Statement

Terry reported that TGSCCSDB must submit a financial statement to the state of Missouri Auditors office. He noted that there are approx. 10 worksheets that need to be completed. These worksheets essentially lay out budget/revenues and expenditures.

Annual Registration Report

Terry reported that TGSCCSBD must file an annual registration report with the Secretary of State’s office. He reported this document was submitted 7/20/20.

Audit

Terry provided a statement of work for the audit that included the cost of \$1,800. The auditor will work with City Hall to substantiate the correct amount of tax revenue and verify the funds were dispersed and received. The auditor will examine any payments greater than \$2,500. Terry reported that Kathryn needs to sign the statement of work. He mentioned the anticipated completion date was 4-6 weeks.

Camera RFP

Terry provided the RFP with added comments and reported that he added additional information based on feedback received from the police department. Deborah objects to the non-coordinating process of pursuing cameras and lights independently. She noted that she sees lighting as the highest priority and cameras as secondary,

CARRIE A MOTION TO APPROVE and DISTRIBUTE, LAUREN MAKES SECOND.

Participant	Support	Oppose
Kathryn Heitzenroeder, Chair	X	
Katy Shackelford, Secretary	X	
Laurent Pyatt, Commissioner	X	
Carrie Koeller, Commissioner	X	
Deborah Cohen, Treasurer/Vice Chair		X

Motion passes 4-1.

Distribution list will include Labyrinth.

V. Old Business

Lights.

Kathryn and Deborah reported that they met with Labyrinth. Labyrinth reported that they had an available inventory of lights and were eager to install them. They noted that TGSCCSB the product cost may be negotiable. Deborah reported that the puck atop the light was needed to control the light and set the luminance. She reported that instead of having a single bulb, the fixture has four bulb strips that can be dimmed and direct light individually. If installed, the board could control their brightness. Lauren noted that the board would need to adopt a set of policies if they intend to control and maintain the lights.

The board discussed where the lights may be needed and how many can be purchased and installed at this time. Deborah noted that the fixtures are \$563 without the puck and \$800 with the puck included. The board concluded that \$50,000 would afford 60-70 lights. Katy recommended that a light audit be completed to determine where lights are most needed. If a consultant was not available to perform a light audit, it was recommended that the TGSCCSBD purchase a light meter and conduct the audit themselves.

KATHRYN MAKES MOTION TO PRE-APPOVE UP TO \$1,000 FOR LRYNTH TO CONDUCT AN LIGHTING AUDIT. DEBORAH.

Participant	Support	Oppose
Kathryn Heitzenroeder, Chair	X	
Katy Shackelford, Secretary	X	
Laurent Pyatt, Commissioner	X	
Carrie Koeller, Commissioner	X	
Deborah Cohen, Treasurer/Vice Chair	X	

All in favor motion passes. We can buy a light meter

VI. New Business

Safety Fair

Safety Fair discussion was tabled for future consideration.

Community Survey –

The board discussed how to solicit community feedback. Previous discussions had included options such as a postcard or magnet. Lauren and Katy agreed to collaborate on a communication strategy and provide a report at the August meeting.

Annual Meeting

The board discussed the format of the annual meeting. It was not clear at the time if it was possible to have an in-person meeting. Kathryn reported that a room at the library was reserved for October. Katy commented that the board should be prepared for a virtual meeting. Kathryn will ask the library about their current COVID policy.

VII. Adjournment

DEBORA MOTIONS TO ADJOURN THE MEETING, LAUREN SECONDS.

Participant	Support	Oppose
Kathryn Heitzenroeder, Chair	X	
Katy Shackelford, Secretary	X	
Laurent Pyatt, Commissioner	X	
Carrie Koeller, Commissioner	X	
Deborah Cohen, Treasurer/Vice Chair	X	

8:18

**Submitted by Secretary Shackelford for approval 9/21/20**

