

**Tower Grove South Concerned Citizens SBD
Monthly Board Meeting Minutes
Monday, March 19, 2018 – Gelateria del Leone**

Location: Gelateria del Leone
Begin Time: 6:45 PM
End Time: 8:30 PM

Commissioners Present: Kathryn Heitzenroeder (chair), Deborah Cohen, Julien Marin-Couilloud, Gary Newcomer

Commissioners Absent: Tonya Anderson

There was a Quorum

Guests in Attendance: Trevor Russel (City Wide Security)

I. Welcome

II. CWS Report

- Trevor Russel from City Wide Security (CWS) gave an update regarding patrols in the district. CWS security patrols will be switching to W-2 employment in the near future.

III. Business Administrator Report

- The District's Business administrator was not present.

IV. Old Business

- The Board determined that the monthly meetings should be held within the district in the future. Gary Newcomer will secure a space within the district boundaries. St. Paul United Church of Christ and the Grey Fox were identified as potential options.

V. New Business

- The Board reviewed the revised Board Bill Purpose Statement. Kathryn Heitzenroeder moved to vote on revising the purpose statement as described in the email from Lisa Stump, district attorney, shared during the meeting. Deborah Cohen seconded the motion and all voted in favor to revise the purpose statement. Kathryn Heitzenroeder will reach out to the District attorney to confirm the revised language.

- The Board reviewed its obligation to fill vacant positions. The Board noted that it had informed the Mayor's Office about vacancies and is under no additional obligation to report or fill vacancies. Additionally, the Board advertises its vacancies and application process publicly on its website.
- The Board reviewed its requirements to post public notice for meetings. According to the District Bylaws, the District has adopted the public notice requirements of the Missouri Sunshine Law, meaning the reasonable notice for monthly meetings should be posted on a bulletin board or other prominent place within the District. The Board will post a flyer at Carpenter Library in advance of future meetings. Additionally, the Board will post about monthly meetings on its website via an accessible Twitter feed. Gary Newcomer will take on this responsibility for the next meeting. The Board will continue posting about its annual meeting in a newspaper as required in the Establishing and Renewing Ordinates of the District.
- The Board reviewed other District obligations as described in the printed email from Lisa Stump, district attorney, shared during the meeting. The Board reviewed the recommendation that it designate one position as the District's budget officer. This recommendation was because the State of Missouri asks that a copy of its annual budget be signed by the District's budget officer. Kathryn Heitzenroeder will follow up with Lisa to determine if the budget officer can be another position (i.e. joint treasurer & budget officer). If so, can we combine titles? If not, is there another position that can do without? The Board worried about adding another position on top of the four existing positions given its small size.
- The Board decided to formally merge the annual meeting and budget hearing and noted that the District had been combining the two meetings in practice already.
- Kathryn Heitzenroeder will ask Terry to check on the District's liability insurance and ask if he is bonded as recommended by the District attorney ("District should consider having the Business Manager enter into a bond in favor of the District to ensure his proper management of the District's funds").
- The Board reviewed the ballot language and ordinance regarding district renewal. Deborah Cohen moved that the District change ordinance language to extend the tax levy from 5 or 10 year to 15 years. Julien Marin-Couilloud seconded the motion and the Board voted unanimously to approve the motion. Kathryn Heitzenroeder will follow up with our District attorney and Mr. Galli to change update to ordinance language accordingly.
- Kathryn Heitzenroeder will follow up with the District attorney to include a conflict of interest provision and code of conduct within the District's bylaws.

VI. Conclude

- All in favor of adjourning meeting at 8:30 pm.
- Next Board Meeting – Monday, April 23rd, 6:45pm. Location TBD

Submitted by Gary Newcomer, in Tonya Anderson's absence.

