

BOUNDARY COMMISSION  
ST. LOUIS COUNTY, MISSOURI  
MEETING MINUTES

March 27, 2007

ROLL CALL

Commissioners Present: Ted Armstrong, Bob Ford, Frank Kenney, John Schuster, Johnnie Spears, Edward Thibeault, and Don Wojtkowski. Commissioners Absent: Matt Armstrong, Christine Bredenkoetter, Greg Kloeppel, and Mary Schuman.

Commission Staff Present: David Hamilton, Boundary Commission Legal Counsel, Michelle Dougherty, Executive Director. Others present: David Wade of Mead O'Brien, Inc., Lori Fiegel, St. Louis County Department of Planning

1<sup>st</sup> Vice Chairman Spears called the meeting to order at 6:31 p.m., March 27, 2007. The meeting was held in the 8<sup>th</sup> Floor Conference Room at the St. Louis County Government Center in Clayton, Missouri.

ROLL IS CALLED – QUORUM DECLARED

Roll was called and a quorum declared by Mr. Hamilton.

APPROVE AGENDA

Mr. T. Armstrong made a motion to approve the agenda. Mr. Wojtkowski seconded the motion. Voice vote: Ayes, All. Nays, None. *The motion passed.*

APPROVE MINUTES

Mr. Kenney made a motion to approve the minutes. Mr. Ford seconded the motion with changes made to correct the typo on page 2, second to last paragraph, “Ms. Dougherty stated that ...” change the i to if. Voice vote: Ayes, All. Nays, None. *The motion passed.*

FINANCE REPORT

There was no Finance Report.

PUBLIC COMMENT

There was no Public Comment

ANNOUNCEMENTS AND COMMUNICATIONS

There were no Announcements and Communications.

STAFF REPORT

Ms. Dougherty stated that she had spoken with Barbara Ellis of the Robinwood West CID. She was seeking a copy of the amended Creve Coeur map plan map. Ms. Dougherty explained to Ms. Ellis that the amended map that the Commission had received was an incorrect map and that Creve Coeur was in the process of sending the correct amended map. Ms. Dougherty assured Ms. Ellis that as soon as the Commission was in receipt of the correct amended map, she would be notified. Ms. Dougherty explained to the Commission members that the correct amended map would exclude the Robinwood West CID area as well as the Old Farm Estates subdivision.

Ms. Dougherty stated she had received a call earlier that day from a resident of Ballwin also called requesting information on the annexation process.

1<sup>st</sup> Vice Chair Spears asked for clarification on how the Boundary Commission was handling the forwarding of public comments to the municipalities. Ms. Dougherty explained that the municipality fills out a record request form and then the Boundary Commission either e-mails the records in a .PDF file or mails a hard copy in which case there would be a six-cent per copy charge.

Ms. Dougherty passed out a draft record retention policy to the Commission members. Ms. Dougherty suggested that the Commission members read it review it and wait until next meeting to vote on it. Ms. Dougherty reviewed the different categories of documents. She stated that she included St. Louis County's recommendation only if it were different from the Secretary of State's office. She stated that the Secretary of State's office has a recommendation of keeping certain documents until the "completion of audit". Ms. Dougherty stated the Boundary Commission doesn't have an audit, and suggested in those categories, the Boundary Commission follow the St. Louis County recommendations.

Mr. Wojtkowski asked where maps, map plans and proposals were included. Ms. Dougherty replied that with the help of Jeannette Zinkgraf of the St. Louis County record department, those items would fall under the administrative category along with recommendations of how long to retain those. Mr. Hamilton stated that after his review of the policy that he recommended the Boundary Commission retain map plans for one year after the end of each five year planning cycle and that plans of intent be retained for a period of two to three years following the end of a planning cycle. Mr. Wojtkowski asked if there was any benefit to keeping the proposals for a longer period for historical purposes. Mr. Hamilton suggested that a spreadsheet could be developed to keep a historical record of what was filed and outcomes. Mr. T. Armstrong suggested that David review each of the categories and bring his comments and guidance to the next meeting. Mr. Hamilton stated that if any Commissioner has any comments on the categories, to send them to him in advance of the next meeting so he can incorporate them into his recommendations. 1<sup>st</sup> Vice Chair Spears directed Ms. Dougherty to include the record retention policy on next month's agenda.

Relating to the Record Retention program, Ms. Dougherty suggested that the Boundary Commission purchase a shredder for its office instead of hiring a company on a monthly basis for shredding the documents. Mr. Wojtkowski asked why shred the documents. He stated that since it is all public information there would be no reason to have to shred. Mr. Hamilton stated that he agreed with Mr. Wojtkowski except there may be instances of a legal nature that would require shredding but that those items he could identify and discuss with me.

Ms. Dougherty informed the Commissioners that she was working with Alobars on getting a new recording device that would allow the Boundary Commission to record directly to an electronic file. The device she is looking at is called an Ikey Pro Portable USB Recording device and was told it should be available to ship late March and will

cost around \$399. Mr. T. Armstrong asked how long it could record. Ms. Dougherty responded that the longest time would be 16 hours. This would allow the Boundary Commission to even post the audio of the public hearings on our website if it wanted.

## NEW BUSINESS

### A. St. Louis County's letter regarding boundary descriptions.

Mr. Kenney felt the recommendations from St. Louis County to be a bit onerous and cost-prohibitive to the applicants especially in the early stages. Mr. Wojtkowski stated that he could understand St. Louis County's position but didn't feel that it was the intent of the map plan process to drill down to such detail but to promote reasonable municipal planning. But it was quite all right for map plans to be reasonable, general and close but not necessarily metes and bounds surveys included in the map plan.

Ms. Fiegel of the St. Louis County Planning Department stated that there are numerous problems with accurate municipal boundaries. She stated they are doing municipal boundary research on every municipality in St. Louis County so someone has an accurate description of what the boundaries are. She stated that if there were more careful boundary research done in conjunction with annexations, this would eliminate a large majority of the discrepancies. She stated this level of research is suggested for when an annexation gets to the ballot, map plans were not included.

Discussion ensued regarding any action the Boundary Commission should take. Mr. T. Armstrong supported the county's decision to do its own municipal boundary research and to establish a baseline but felt the Boundary Commission should not change its procedures. Mr. Hamilton stated he would bring a summary to the next meeting (in connection with the various types of proposals) what the current rules require with regard to verifying what the boundaries are. Mr. Hamilton stated that the Boundary Commission should strive to make the submission as accurate as possible without requiring a metes and bounds survey. He stated that otherwise it could be extremely onerous and most likely someone would challenge whether the Commission would have the right to require it. 1<sup>st</sup> Vice Chairman Spears directed Ms. Dougherty to add this to the agenda for the next meeting.

## OLD BUSINESS

Mr. Wojtkowski asked if there had been any response to the letters Mr. Hamilton sent Bella Villa and St. George. Mr. Hamilton and Ms. Dougherty stated there had not been. Mr. Wojtkowski asked what happens if they do not respond. Mr. Hamilton said the statute provides that map plans submitted or amended by April 15 remain on file as the limit of permissible boundary changes. If the Commission had requested somebody to address an issue that it brought to their attention, as it has a right to do, it could be something the Commission would take into consideration if a plan of intent is filed pursuant to that matter.

## ADJOURNMENT

Mr. T. Armstrong made a motion to adjourn. Mr. Kenney seconded the motion. Voice vote: Ayes, All. Nays, None. *The motion passed.* The meeting was adjourned at 7:05 p.m.

Respectfully submitted,  
Michelle Dougherty  
Executive Director

Approved:  
April 22, 2007