

**PUBLIC MEETING – TENTATIVE AGENDA**  
**WEDNESDAY, APRIL 16, 2014**  
**VILLAGE OF TWIN OAKS – BOARD OF TRUSTEES’ MEETING**  
**1393 BIG BEND ROAD, SUITE F, TWIN OAKS, MO 63021**  
(Next Bill #445 Ordinance #426 Resolution #96)

WORK SHOP from 6:30 p.m. to 7:00 p.m.to discuss:

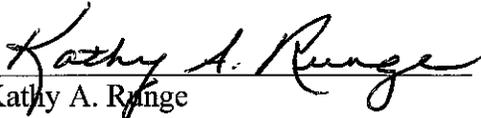
- a. 2014 Technology Support Program and Hardware Procurement

1. REGULAR MEETING CALLED TO ORDER – 7:00 PM
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. APPROVAL OF CONSENT AGENDA
  - a. Regular Meeting Minutes of April 2, 2014
  - b. Bills for Approval as of April 16, 2014
  - c. Financials as of March, 2014
6. CITIZEN COMMENTS
7. REPORT OF COMMITTEE/COMMISSIONS/CONTRACTORS
  - a. Park Report
  - b. Financial Advisor – Jeff Blume
8. OLD BUSINESS
  - a. Speed Limit Signs – 2006 CBB Traffic Study
9. NEW BUSINESS
  - a. Bill No. 441 – An Ordinance Amending Municipal Code, Title IV, Sections 400.080 (Definitions), 400.255 (Setback) and 400.300 (Off Street Parking):
10. SPECIAL DISCUSSION
  - a. Village Clerk Report
  - b. Village Attorney’s Report
  - c. Chairman and Trustee Comments
11. FINAL CITIZEN COMMENTS
12. ACTION ITEM LIST

13. EXECUTIVE SESSION

(Pursuant to RSMO Section 610.021 (1), (2), and/or (3))

14. ADJOURNMENT

  
Kathy A. Runge  
Village Clerk/Controller

POSTED: April 14, 2014, 3:00 PM

The Board of Trustees of the Village of Twin Oaks, Missouri, may, as part of a workshop session or regular or special Board of Trustees meeting, hold a closed session to discuss legal actions, causes of legal action or litigation, leasing, purchasing or sale of real estate, hiring, firing, disciplinary action, promotion of personnel or employee labor relations pursuant to RSMo Section 610.021 (1), (2), and or (3).

PLEASE NOTE:

ANY PERSON REQUIRING PHYSICAL OR VERBAL ACCOMMODATIONS SHOULD CONTACT THE VILLAGE OFFICE 12 HOURS PRIOR TO MEETING. (636-225-7873)

COPIES OF PUBLIC RECORDS FOR THIS AGENDA ARE AVAILABLE FOR PUBLIC INSPECTION BEFORE AND AT THE TIME OF THE MEETING.

**MINUTES OF REGULAR MEETING OF THE BOARD OF TRUSTEES  
TWIN OAKS, ST. LOUIS COUNTY, MISSOURI  
WEDNESDAY, APRIL 16, 2014**

The meeting was called to order at 7:16 pm in the Board Room of the Village Office. Roll Call was taken:

Trustees:       Dennis Whitmore, Chairman – absent       Russ Fortune – yea  
                  Jeff Graves – yea                               Ray Slama – yea  
                  Mary Young – yea

Also Present: Robert Hartzog, Village Attorney  
                  Kathy Runge, Village Clerk/Controller  
                  Sharon Ratliff, Assistant Village Clerk

Permanent records are kept of all minutes and ordinances. Each ordinance is read a minimum of two times by title, unless otherwise noted.

*Chairman Whitmore was absent for the meeting and Vice Chair, Ray Slama conducted the meeting as Acting Chairman.*

**APPROVAL OF THE AGENDA**

Acting Chairman Slama requested a motion to approve the agenda. Trustee Young motioned to approve the agenda as submitted, seconded by Trustee Graves and motion passed with the unanimous consent of the Board of those present.

**APPROVAL OF THE CONSENT AGENDA**

**Consent Agenda:** Acting Chairman Slama requested a motion to approve the consent agenda. Trustee Fortune motioned to approve the Meeting Minutes of April 2, 2014, Bills for Approval as of April 16, 2014 and Financials as of March, 2014, seconded by Trustee Young and motion passed with the unanimous consent of the Board of those present.

**CITIZEN COMMENTS**

No citizen comments were made.

**REPORT OF COMMITTEES/COMMISSIONS/CONTRACTORS**

**Park Report:** Lisa Eisenhauer, Park Chair was in attendance and reported the following from the April 10, 2014 Park Committee Meeting:

- Final arrangements were made for the Easter Egg Hunt that will take place on Saturday, April 12<sup>th</sup> at 10:00 am.
- Landscaping around the comfort station was discussed.
- Initial review of the rose garden was discussed.
- Office Maxwell has started his park security duties on the weekends.

**Financial Advisor:** Jeff Blume presented a new format for presenting the financial statements each month. Discussion ensued. The Board approved the new format.

#### **OLD BUSINESS**

**Speed Limit Signs:** The Board reviewed the 2006 Traffic Study that was performed by Crawford, Bunte and Brammeier (CBB). Discussion ensued. The Board requested that Village Clerk Runge and Officer Maxwell set up a time with St. Louis County Police Department to have a stealth set up and then a traffic trailer set up on Boly Lane to see if a permanent radar sign would be effective.

#### **NEW BUSINESS**

**Bill No. 441 – An Ordinance Amending Village Code, Title IV, Sections 400.080 (Definitions), 400.255 (Driveway Set-Back), 400.300 (Off Street Parking) and 400.360 (Residential Parking Requirements)** First reading of Bill No. 441 was read. The Board reviewed the changes that were recommended by the Planning & Zoning Commission. Discussion ensued. Second reading of Bill No. 441 was read. Trustee Graves motioned to approve Bill No. 441 as submitted, seconded by Trustee Fortune and motion passed 3-2 as follows: Trustees Graves-yea, Whitmore-absent, Slama-yea, Fortune-yea and Young-nay. Acting Chairman Slama stated that Bill No. 441 being duly passed on April 16, 2014 now becomes Ordinance No. 426.

#### **SPECIAL DISCUSSION**

**Village Clerk's Report:** Village Clerk Runge reviewed her report that was submitted to the Board and the following was discussed:

- **Twin Oaks Park Comfort Station:** There are still some small items left on the punch list. John Hardin has promised to complete all remaining items when they come back to install the bulletin board. (The bulletin board will be installed at no charge).
- **Trash RFP:** Bids are due on Thursday, April 24<sup>th</sup> at 10 a.m.
- **Intersection Planter Boxes:** Village Clerk Runge stated that Greg Crowder informed her that the company that made the planter boxes at the intersection has gone out of business. Mr. Crowder's suggestion is to attempt a repair or reverse the sides and put the damaged ones in the back. Trustees Slama and Fortune stated that they would review the planter boxes and get back to the Board before a decision was made.
- **Village Hall Feasibility Study:** Art Bond has submitted a proposal to build a new maintenance facility in the park and is included in your Dropbox packet.
- **Park Maintenance Building:** Art Bond has also submitted a proposal to build a new maintenance facility in the park and is included in your Dropbox packet.
- **QuickBooks:** Village Clerk Runge stated that Jeff Blume and she will be moving QuickBooks online after the March 31<sup>st</sup> Financials are approved. It was also discussed that they would like to eliminate the current voucher system and present a Paid Bills Report at each Board meeting. Village Clerk Runge stated that an

updated Pre-Approval List will be presented to the Board at the next meeting for their approval for the 2014-2015 paid bills.

- **Audit:** The Village Staff has received the list of items to begin the audit.
- **Budget:** The actuals have been entered into the budget.
- **Arbor Day:** The Village's Arbor Day Celebration is on Wednesday, April 23. Approximately 100 students from the Valley Park Elementary School will be in attendance. Maintenance Supervisor Buehler has secured seedlings from the Conservation Department. The planted Village tree will be an American Yellow Wood and will be planted by the tennis court behind the bench.
- **Golden Oak Light:** Since the cost to bore under the street is so high, Maintenance Supervisor Buehler suggested looking into solar light options. Village Clerk Runge stated that she provided a link for the Board to review which she thought might fit in aesthetically and the solar panel size would still need to be reviewed.
- **AT&T Tower:** The ownership of the AT&T Cell Tower has been moved to Crown Castle and the Village will be receiving the lease payments from them beginning May 1, 2014.
- **Park Responsibilities:** The Board reviewed the changes that Village Clerk Runge provided from the Board's discussion at the previous meeting. The Board recommended additional changes and asked Village Clerk Runge to have an updated copy with the discussed changes at the next Board meeting.
- **Land & Water Conservation Grant:** A meeting was held with Mark Hawkins, Twin Oaks Presbyterian Church, Brian Kelly, Village Intern, and Trustee Fortune to discuss the plan for the trails in the park. Mr. Hawkins agreed to send a support letter to allow the Village to submit with the grant application.

**Attorney's Report:** Due to Schnucks requesting an Officer to remove a petitioner from in front of their building, Attorney Hartzog stated that he spoke with a representative of the petitioner and he would need to review the law regarding petitioning in front of a public building. Attorney Hartzog stated he would report back to the Board after his review.

**Chairman and Trustee Comments:** No comments were made.

#### FINAL CITIZEN COMMENTS

No final citizen comments were made.

#### ACTION ITEM LIST

The Action Item List was not discussed.

#### MOVE TO EXECUTIVE SESSION

Trustee Graves motioned to go into Executive Session at 8:52 p.m. to hold a closed meeting to discuss matters pursuant to Section 610.021 {1, 2, & 3}, seconded by Trustee Fortune. Motion passed 4-0 as follows: Trustees Slama-yea, Whitmore-absent, Young-yea, Fortune-yea, and Graves-yea.

**BACK TO REGULAR SESSION**

**2014 Street Repair:** Trustee Graves brought pictures of the curbing at the Condominiums and stated that he feels they should be repaired this year due to safety and the appearance. The Board requested that Village Clerk Runge review with Wes Theissen, BFA, as to why the curbing at the Condominiums were not included in the 2014 Street Repair Report.

**ADJOURNMENT**

There being no further business, Trustee Graves motioned to adjourn the regular meeting at 10:03 pm, seconded by Trustee Young and motion passed with the unanimous consent of the Board of those present.

Drafted By: Sharon Ratliff  
Sharon Ratliff, CMC/MRCC  
Assistant Village Clerk

Date of Approval: May 7, 2014

ATTEST:

Kathy A. Runge  
Kathy A. Runge  
Village Clerk/Controller

Ray Stama  
Ray Stama, Acting Chairman  
Board of Trustees