

**PUBLIC MEETING – TENTATIVE AGENDA
WEDNESDAY, APRIL 02, 2014 – 6:30 PM
VILLAGE OF TWIN OAKS – BOARD OF TRUSTEES’ MEETING
1393 BIG BEND ROAD, SUITE F, TWIN OAKS, MO 63021
(Next Bill #445 Ordinance #425 Resolution #96)**

1. MEETING CALLED TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. APPROVAL OF CONSENT AGENDA
 - a. Regular Meeting Minutes of March 19, 2014
 - b. Bills for Approval as of April 2, 2014
6. CITIZEN COMMENTS
7. REPORT OF COMMITTEE/COMMISSIONS/CONTRACTORS
 - a. Police Report
8. OLD BUSINESS
 - a. Speed Limit Signs
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):
 - b. Bill No. 444 – An Ordinance Approving a Month to Month Agreement Between MidWest Scapes and the Village of Twin Oaks:
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: March 31, 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 02, 2014**

The meeting was called to order at 6:30 pm in the Board Room of the Village Office. Roll Call was taken:

Trustees: Dennis Whitmore, Chairman – yea 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.

APPROVAL OF THE AGENDA

Chairman Whitmore requested that Park Committee Appointment be added to 7b) Report of Committee/Commissions/Contractors and then requested a motion to approve the agenda. Trustee Graves motioned to approve the agenda as amended, seconded by Trustee Fortune and motion passed with the unanimous consent of the Board.

APPROVAL OF THE CONSENT AGENDA

Consent Agenda: Chairman Whitmore extracted Meeting Minutes of March 19, 2014 and Trustee Fortune extracted Bills for Approval as of April 2, 2014. Chairman Whitmore stated that on page 2 of the minutes that the roll call vote should read “4-1” under Bill No. 439. Trustee Fortune stated that payment should be held to Records Management Solutions until a new contract is approved for IT Support. Trustee Fortune motioned to approve Meeting Minutes of March 19, 2014 and Bills for Approval as of April 2, 2014 as amended, seconded by Trustee Graves and motion passed with the consent of the Board.

CITIZEN COMMENTS

No citizen comments were made.

REPORT OF COMMITTEES/COMMISSIONS/CONTRACTORS

Police Report: Officer Maxwell was not in attendance but provided the March 2014 Police Reports. Sgt. Warner, with the St. Louis County Police, was in attendance to answer any questions that the Board had. There were no comments made.

Park Committee Appointment: Chairman Whitmore motioned to appoint Katie Gill to fill the current vacancy for the Park Committee that expires May 2015, seconded by Trustee Slama and motion passed with the unanimous consent of the Board.

OLD BUSINESS

Speed Limit Signs: The Board continued their discussion on Speed Feedback Signs from the previous Board meeting. It was discussed where the Speed Feedback Signs would be most effective and if a study should be performed by traffic engineers as far as placement. Trustee Slama stated that a traffic study had been performed previously and suggested the Board review the previous report and then reassess if a new study would be needed. The Board requested that the previous study be available for discussion at the next Board meeting.

NEW BUSINESS

Bill No. 441 – An Ordinance Amending Municipal Code, Title IV, Sections 400.080 (Definitions), 400.255 (Setback) and 400.300 (Off Street Parking): Trustee Slama motioned to postpone Bill No. 441 until Attorney Hartzog has met with the Planning & Zoning Commission for clarification regarding parking pads, seconded by Trustee Graves and motion passed with the unanimous consent of the Board.

Bill No. 444 – An Ordinance Approving a Month to Month Agreement Between MidWest Scapes and the Village of Twin Oaks: First reading of Bill No. 444 was read. Village Clerk Runge stated that the owner of MidWest Scapes requested to have the month to month mowing agreement in writing. Trustee Slama motioned to approve Bill No. 444 as submitted, seconded by Trustee Young and motion passed 5-0 as follows: Trustees Graves-yea, Whitmore-yea, Slama-yea, Fortune-yea and Young-yea. Chairman Whitmore stated that Bill No. 444 being duly passed on April 2, 2014 now becomes Ordinance No. 425.

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:** The pre-final walk through was on March 20th. A punch list was developed. Village Clerk Runge added that trash cans and the bulletin board have been ordered. The Board discussed the crack in the concrete in front of the women's restroom. Village Clerk Runge stated that the contractor asked if the Village could watch the crack to see if it will need to be replaced. The contractor has promised to fix the crack if it gets worse. The Board asked if the contractor could seal it in the meantime.
- **Seasonal Employees/Intern:** Interviews have been set up for this week to hire two seasonal workers. Brian Kelly started his internship on Tuesday, April 1st.
- **IT Specs/Street Specs:** Eleven contractors showed up for the pre-bid meeting to ask questions regarding the Technology Support bid.
- **Trash RFP:** The RFP has been completed and is being reviewed by Attorney Hartzog. The specifications will be available for pickup on April 8th.
- **Intersection Planter Boxes:** Crowder Construction called back to get more information on the second planter that was damaged. The planter boxes were custom made by N.B. West/Baxter Gardens and Greg Crowder is contacting them to purchase two replacement sides. The larger planter box bid is being updated due

to requirements from MoDOT requiring additional signage. Village Clerk Runge stated she was to follow up with Crowder by the end of the week.

- **90 Crescent:** The approved plans were submitted to St. Louis County.
- **Boeing Computer Equipment:** Village Clerk Runge stated that she inquired about a program that a resident emailed the Board Members regarding free computer equipment for non-for-profit organization. Village Clerk Runge stated that she spoke with a representative, Randy Meyer and he informed her that Boeing's Computer Equipment Program is for non-profits such as schools and 501-C3 type organizations and there was no program for cities at this time.
- **PGAV Study/Old Town Development:** Village Clerk Runge spoke with Mark Goldstein from Coventry Realty and she would like to go into Executive Session to discuss this conversation with the Board.
- **Insurance Renewal:** Village Clerk Runge stated she and Attorney Hartzog met with Bill Wittenberg from CJ Thomas to review the Village's insurances needs. Attorney Hartzog reviewed the line items with the Board and discussed the current umbrella coverage which was 2 million dollars. After further discussion, the Board directed Village Clerk Runge to have the umbrella coverage raised to 4 million dollars.

Attorney's Report: No report was given.

Chairman and Trustee Comments:

Condominium Curb Repair: Trustee Graves presented pictures of the curbing in front of 1566 Autumn Leaf Dr. and Birnamwood Trail in the Condominiums. Trustee Graves stated that the curbing is in bad shape and he has received several complaints. The Board discussed having the curbs temporarily patched this year and have BFA review the area for costs to permanently fix the curbs in next year's budget.

Election: Trustee Whitmore wished the two incumbents, Trustees Graves and Slama good luck on Election Day.

FINAL CITIZEN COMMENTS

No final citizen comments were made.

ACTION ITEM LIST

The Board discussed the Action Item List and Chairman Whitmore will update the list for the next Board meeting.

MOVE TO EXECUTIVE SESSION

Chairman Whitmore motioned to go into Executive Session at 7:31 p.m. to hold a closed meeting to discuss matters pursuant to Section 610.021 {1, 2, & 3}, seconded by Trustee Graves. Motion passed 5-0 as follows: Trustees Slama-yea, Whitmore-yea, Young-yea, Fortune-yea, and Graves-yea.

BACK TO REGULAR SESSION

The Board went back into Regular Session at 8:44 p.m. The Board discussed the Park Committee's limitations in spending. Trustee Young motioned to give the Park Committee up to \$500.00 in spending and anything above \$500.00 must be approved by the Village Clerk. Motion was seconded by Trustee Slama and passed with the unanimous consent of the Board.

ADJOURNMENT

There being no further business, Trustee Fortune motioned to adjourn the regular meeting at 9:05 pm, seconded by Trustee Young and motion passed with the unanimous consent of the Board.

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

Date of Approval: April 16, 2014

ATTEST:

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

Dennis L. Whitmore
Dennis L. Whitmore, Chairman
Board of Trustees