

**PUBLIC MEETING – TENTATIVE AGENDA**  
**WEDNESDAY, AUGUST 06, 2014 – 6:30 PM**  
**VILLAGE OF TWIN OAKS – BOARD OF TRUSTEES’ MEETING**  
**1393 BIG BEND ROAD, SUITE F, TWIN OAKS, MO 63021**  
(Next Bill #455 Ordinance #434 Resolution #98)

1. REGULAR MEETING CALLED TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. APPROVAL OF CONSENT AGENDA
  - a. Meeting Minutes of July 16, 2014
  - b. Bills Paid List – July 17 to August 06, 2014
6. CITIZEN COMMENTS
7. REPORT OF COMMITTEES/COMMISSIONS/CONTRACTORS
  - a. Police Report
8. OLD BUSINESS
  - a. Autumn Leaf Drive Status Review
  - b. Information Technology Status Review
9. NEW BUSINESS
  - a. Bill No. 447 – An Ordinance Authorizing Execution of a Donation Agreement Between Twin-Oaks-Manchester, LLC and the Village of Twin Oaks:
  - b. Bill No. 453 – An Ordinance Approving Right of Entry Agreement with Twin-Oaks-Manchester, LLC:
  - c. Bill No. 454 – An Ordinance Approving Amendment to Property Use Restrictions by Village as Third-Party Beneficiary:
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: August 4, 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, AUGUST 06, 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 – absent
	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 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:** Chairman Whitmore requested a motion to approve the consent agenda. Trustee Slama requested that item 5b) Bills Paid List be extracted.

**Meeting Minutes of July 16, 2014:** Trustee Graves motioned to approve the Meeting Minutes of July 16, 2014, seconded by Trustee Young and motion passed with the consent of the Board of those present. Trustee Slama abstained.

**Bills Paid List – July 17 to August 6, 2014:** Trustee Slama asked for clarification on the payments made to the Division of Employment (on behalf of Kathy Yahl) and N.B. West Contracting. Discussion ensued. Trustee Slama motioned to approve the Bills Paid List as submitted, seconded by Trustee Graves and motion passed with the unanimous consent of the Board of those present.

The Board discussed the newly installed curbing at the Condominiums and Chairman Whitmore stated that he thought the curbs would be rounded. Village Clerk Runge stated the change order was not specific on what types of curbs were being put in. Discussion ensued.

### CITIZEN COMMENTS

Randy DuVall of 98 Crescent Avenue submitted his personal findings of the traffic situation at Crescent Ave. and Crescent Rd. Mr. DuVall also had certain complaints regarding how he could relay his concerns to the office staff. Sgt. Warner advised the Board that he had told Mr. DuVall to call him directly if there was a problem with one of his Officers. Sgt. Warner also stated he has a plan in place for monitoring the traffic in the next few weeks and will report to the Board at the next meeting. Village Clerk Runge stated that Mr. Duvall was welcome to come into the office and express his concerns at any time but specific questions regarding county officer's job performance should be directed to Sgt. Warner. Discussion ensued. Trustee Young stated that it was the Board's responsibility to find a solution to all the speeding in Twin Oaks and not just on Crescent.

### REPORT OF COMMITTEES/COMMISSIONS/CONTRACTORS

**Police Report:** Officer Maxwell provided the July 2014 reports for the Board's review. It was brought up that there was vandalism in the Park. Officer Maxwell stated that he would be shifting his schedule to spot check activities in the Park and monitoring the speeding in the Village.

### OLD BUSINESS

**Autumn Leaf Drive Status Review:** Village Clerk Runge stated that Attorney Hartzog, Trustee Fortune and herself met with Ray Frankenberg, BFA, and discussed the Autumn Leaf project status. There was nothing to report at this time.

**Information Technology Status Review:** Trustee Young stated that she and Trustee Fortune would have the updated specifications ready for the Technology Support Program and Hardware Procurement by the next Board meeting to send out a second RFQ.

### NEW BUSINESS

**Bill No. 447 – An Ordinance Authorizing Execution of a Donation Agreement Between Twin-Oaks-Manchester, LLC and the Village of Twin Oaks:** Attorney Hartzog stated that he was still waiting to receive the final documents. Trustee Slama motioned to postpone Bill No. 447, seconded by Trustee Graves and motion passed with the unanimous consent of the Board of those present.

**Bill No. 453 – An Ordinance Approving a Right of Entry Agreement With Twin Oaks-Manchester, LLC:** First reading of Bill No. 453 was read. Attorney Hartzog explained that Bill No. 453 would authorize Village Clerk Runge to sign the contract from PSI for the Phase I Environmental Site Assessment and Geotechnical Services on the parcel proposed to be gifted to the Village. Second reading of Bill No. 453 was read. Trustee Graves motioned to approve Bill No. 453 as submitted, seconded by Trustee Young and the motion passed 4-0 as follows: Trustees Slama-yea, Whitmore-yea, Graves-yea, Fortune-absent and Young-yea. Chairman Whitmore stated that Bill No. 453 being duly passed on August 6, 2014 now becomes Ordinance No. 434.

**Bill No. 454 – An Ordinance Approving Amendment to Property Use Restrictions by Village as Third-Party Beneficiary:** Attorney Hartzog stated that he was still waiting to receive the final documents. Trustee Slama motioned to postpone Bill No. 454, seconded by Trustee Young and motion passed with the unanimous consent of the Board of those present.

### SPECIAL DISCUSSION

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

- **Planter Boxes:** Met with Heitkamp on Thursday, June 26<sup>th</sup>. It had been over a month without a response. Village Clerk Runge stated she sent out an inquiry over the city clerk network and was given some suggestions for contractors and she was still in the process of reviewing those.
- **Turf Enhancement:** The plantings at the intersection and pond dam were completed. Native Landscapes will be back in September to replace any dead plants and at that time will plant the remainder of the ones missing. Village Clerk Runge stated we will continue to hold \$2000 from the last invoice until everything is completed. Also, we need to start thinking about how we are going to maintain these plantings as we go forward. We are currently going month to month with Midwest Scapes. Village Clerk Runge stated that she thinks we need to keep in mind the future care of our native grasses when we go out for our mowing bids next year.
- **Road Repairs:** NB West has completed half of the curb repairs at the condos. It was decided to do the concrete repairs in two phases. This will cost an additional \$1400 and will delay the paving until the week of August 11<sup>th</sup>. The invoice on the bills list is a "progress billing" until approval from the Board. Chairman Whitmore motioned to approve the change order to allow two phases so the residents in the Condominiums had access to their driveways, seconded by Trustee Graves. The motion passed 3 to 1 as follows: Trustees Graves-yea, Young-nay, Whitmore-yea, Slama-yea and Fortune-absent.
- **Double Fines:** Village Clerk Runge stated that she has a call into Joyce Kelly, the County Counsellor, regarding double fines.
- **Snow Removal:** Village Clerk Runge stated that when we looked at the TRC's contract a few months back, there was no penalty for cancelling as long as we gave a 60 day notice. Village Clerk Runge stated she would like to proceed in that direction and send out a new RFP with dates from Nov 1 to Nov 1 so we do not change contractors in the middle of the winter season. Also, Village Clerk Runge stated that she heard that there will be a shortage of salt this year so it is imperative to move quickly on this. Village Clerk Runge stated she and Maintenance Supervisor Buehler will be attending a winter planning seminar on August 27<sup>th</sup>.
- **MML:** If the Trustees are interested in attending any of the sessions, please contact the Village Office.

- **Code Review:** The Board discussed meeting during the day to review the code book. Village Clerk Runge will poll the Board on what date works best for the Trustees.

**Attorney's Report:** No report was given but requested the Board to call an Executive Meeting.

**Chairman and Trustee Comments:**

**Speeding in the Village:** Trustee Slama stated that research has been done several times in the past and found that stats indicate there are no speeding problems in the Village.

**FINAL CITIZEN COMMENTS**

No final citizen comments were made.

**ACTION ITEM LIST**

No discussion or comments ensued.

**MOVE TO EXECUTIVE SESSION**

Trustee Slama motioned to go into Executive Session at 7:25 p.m. to hold a closed meeting to discuss matters pursuant to Section 610.021 {1, 2, & 3}, seconded by Trustee Graves. Motion passed 4-0 as follows: Trustees Slama-yea, Whitmore-yea, Young-yea, Fortune-absent, and Graves-yea.

**ADJOURNMENT**

There being no further business, Trustee Slama motioned to adjourn the regular meeting at 7:53 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: August 20, 2014

ATTEST:

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

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