

PUBLIC MEETING – TENTATIVE AGENDA
WEDNESDAY, DECEMBER 03, 2014 – 6:30 PM
VILLAGE OF TWIN OAKS – BOARD OF TRUSTEES’ MEETING
1393 BIG BEND ROAD, SUITE F, TWIN OAKS, MO 63021
(Next Bill #466 Ordinance #445 Resolution #102)

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 November 19, 2014
 - b. Budget Workshop Minutes of November 19, 2014
 - c. Bills Paid List – November 20 through December 3, 2014
6. CITIZEN COMMENTS
7. REPORT OF COMMITTEES/COMMISSIONS/CONTRACTORS
 - a. Police Report – Officer Maxwell
8. OLD BUSINESS
 - a. Election Law Changes
 - b. Memorandum of Understanding: Condominium Pole Signs
 - c. Sales on Parking Lots
9. NEW BUSINESS
 - a. Bill No. 463: An Ordinance Adopting an Annual Budget for the Village of Twin Oaks for the Year 2015:
 - b. Bill No. 464: An Ordinance Amending Ordinance No. 443 of the Village of Twin Oaks by Adopting Contract Changes Following Negotiation Between the Successful Bidder and the Village Regarding Technology Support and Hardware Procurement:
 - c. Bill No. 465: An Ordinance Granting Authority to the Chairman and Village Clerk/Controller to Prioritize and Pay Invoices for 2014 Services Through December 31, 2014:
10. SPECIAL DISCUSSION
 - a. Election Sign Up Procedures
 - b. Crescent Road Issues
 - c. 2015 Fireworks
 - d. Village Clerk Report
 - e. Village Attorney’s Report
 - f. Chairman and Trustee Comments

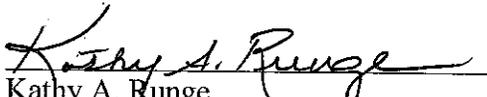
11. FINAL CITIZEN COMMENTS

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: December 2, 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, DECEMBER 3, 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 a motion to approve the agenda. Trustee Graves motioned to approve the agenda as submitted, seconded by Trustee Fortune 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.

Meeting Minutes of November 19, 2014: Trustee Fortune motioned to approve the Meeting Minutes of November 19, 2014, seconded by Trustee Graves and motion passed with the unanimous consent of the Board of those present. Trustee Young – abstained.

Budget Workshop Minutes of November 19, 2014: Trustee Slama motioned to approve the Budget Workshop Minutes of November 19, 2014, seconded by Trustee Fortune and motion passed with the unanimous consent of the Board of those present. Trustee Young – abstained.

Bills Paid List – November 20 through December 3, 2014: Trustee Fortune stated that the monthly support service of \$700 to Brain Mill should not be paid until the computers are installed and migration is completed. Discussion ensued. Trustee Slama motioned to approve the Bills Paid List – November 20 through December 3, 2014 extracting payment to Brain Mill, seconded by Trustee Graves and motioned passed with the unanimous consent of the Board of those present. Trustee Fortune – abstained.

CITIZEN COMMENTS

Crescent Road – Randy DuVall of 98 Crescent Avenue was in attendance and stated that the Village Office told a bus driver from Valley Park that he could not keep a log in the corner of his property to keep the driver from putting ruts in his yard. Village Clerk Runge stated that the bus driver did call and she specifically advised the driver that if the log was in the property owner's right-of-way, there was nothing legally the Village could do. Attorney Hartzog agreed and added if the driver is damaging property, then the driver is responsible. Mr. DuVall stated he would then call Valley Park School District to place a complaint.

REPORT OF COMMITTEES/COMMISSIONS/CONTRACTORS

Police Report: Officer Maxwell provided the November, 2014 reports for the Board's review. No questions or comments were made.

OLD BUSINESS

Election Law Changes: The Board discussed the memo that Attorney Hartzog provided regarding the election law changes. Attorney Hartzog stated that this year, candidates will have to fill out an Affidavit of Tax Payments that was provided by the Missouri Department of Revenue. The Board discussed foregoing annual municipal elections if the number of candidates filing are equal to the number of seats. Discussion ensued. The Board agreed to continue discussion of this subject at the January 7, 2015 Board Meeting.

Memorandum of Understanding - Condominium Pole Signs: Attorney Hartzog provided a Memorandum of Understanding for the Condominium Board to sign in regard to their agreement to take responsibility of the Condominium road signs. Chairman Whitmore motioned to approve the Memorandum of Understanding between the Village and the Birnamwood Condominium Association, seconded by Trustee Fortune and motion passed with the unanimous consent of the Board of those present.

Sales on Parking Lots: Attorney Hartzog stated that after researching Sales on Parking Lots per the Board's request, he felt that there should be no problem allowing the businesses to sell food outside their businesses during the July 3rd event. Attorney Hartzog also stated that the Board should encourage this to the businesses and could give a blanket of approval for this event.

NEW BUSINESS

Bill No. 463: An Ordinance Adopting an Annual Budget for the Village of Twin Oaks for the Year 2015: First reading of Bill No. 463 was read. Jeff Blume, Financial Director provided a final copy of the 2015 Budget for the Board's approval. Discussion ensued. Second reading of Bill No. 463 was read. Trustee Slama motioned to approve Bill No. 463 as submitted, seconded by Trustee Graves and the motion passed 5-0 as follows: Trustees Fortune-yea, Graves-yea, Slama-yea, Young-yea and Whitmore-yea. Chairman Whitmore stated that Bill No. 463 being duly passed on December 3, 2014 now becomes Ordinance No. 445.

Bill No. 464: An Ordinance Amending Ordinance No. 443 of the Village of Twin Oaks by Adopting Contract Changes Following Negotiation Between the Successful Bidder and the Village Regarding Technology Support and Hardware Procurement: First reading of Bill No. 464 was read. Trustee Fortune stated that Brain Mill should submit in writing an Implementation Plan as part of the project plan, outlining a timeline with due dates, milestones, etc. Discussion ensued. Second reading of Bill No. 464 was read. Trustee Slama motioned to approve Bill No. 464 as submitted, seconded by Trustee Fortune and the motion passed 5-0 as follows: Trustees Graves-yea, Slama-yea, Fortune-yea, Whitmore-yea and Young-yea. Chairman Whitmore stated that Bill No. 464 being duly passed on December 3, 2014 now becomes Ordinance No. 446.

Bill No. 465: An Ordinance Granting Authority to the Chairman and Village Clerk/Controller to Prioritize and Pay Invoices for 2014 Services Through December 31, 2014: First reading of Bill No. 465 was read. Discussion ensued. Second reading of Bill No. 465 was read. Trustee Graves motioned to approve Bill No. 465 as submitted, seconded by Trustee Slama and the motion passed 5-0 as follows: Trustees Slama-yea, Whitmore-yea, Young-yea, Graves-yea and Fortune-yea. Chairman Whitmore stated that Bill No. 465 being duly passed on December 3, 2014 now becomes Ordinance No. 447.

SPECIAL DISCUSSION

Election Sign Up Procedures: Trustee Slama suggested the Village should consider a lottery type selection for candidate filing on the first day of filing vs. the process of standing in line. Trustee Young stated she felt that the lottery should be done after the candidates filing deadline. Discussion ensued. Attorney Hartzog stated he would research the State Statute and report back to the Board.

Crescent Road Issues: The Board discussed the legal opinion that Attorney Hartzog provided regarding One-Way Traffic Control. Chairman Whitmore stated this was in reference to the Valley Park residents that came to the November 19, 2014 Board Meeting requesting that the Village open Crescent Rd to a two way road or issue identification stickers for local residents. Discussion ensued. The Board agreed that you could not single out individuals to have specific protection under the law and believe that safety over-rides convenience. The Board requested that Village Clerk Runge notify the residents of the Board's decision.

2015 Fireworks: The Board discussed sending out an RFP for the 2015 Fireworks. Trustee Slama stated that he felt a dollar amount of \$20,000 for 20 minutes should be included in this year's bid. Discussion ensued. The Board agreed to put the dollar amount in the bid and that the fireworks were a significant expenditure and needs to go out to bid yearly.

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

- **Planter Boxes:** Village Clerk Runge stated that Trustee Fortune and John Williams, Village Maintenance, were meeting with Jason Sohn, Sohn Enterprise to repair the planter boxes at Hwy 141 and Big Bend Rd. She stated since the Village has had so much trouble finding a bidder, would it have to go out for bid anyway? Trustee Slama stated that Village Clerk Runge could declare that the project be proprietary and therefore, would not have to go out to bid.
- **Comfort Station Reimbursement:** Tim Fischesser informed me that our reimbursement for the Comfort Station was approved and the payment is on its way.
- **Autumn Leaf:** Attorney Hartzog is working on a letter to Boling that would hold our prices until next year and to an agreed start date.
- **IT:** Target date was December 1st. Brian Mehl received notification that the hardware was shipped this past Monday. He is coming in next week to assess our computer set-up.
- **Village Citizen Committee:** The Committee is meeting Monday, December 8, 2014. Assistant Village Clerk Ratliff has sent various documents to the members for their review. Also, Jeff Blume, Financial Advisor and Pat Kelly, of Eagle Bank have agreed to attend the meeting.
- **Curb Assessment:** Trustee Fortune and John Williams, Village Maintenance did an assessment of the curbing and reached a figure of around \$15,000 for next year's budget.
- **Election Law Changes:** Assistant Clerk Ratliff and I are going to a seminar on Thursday to review the election law changes.

Attorney's Report: No report was given.

Chairman and Trustee Comments:

Teleconferencing: Trustee Young stated that she was under the impression that she could remotely dial in for a meeting when she was out of town. Discussion ensued. Attorney Hartzog stated that he would revisit the issue and report back to the Board.

Trash Pick Up Days: Trustee Slama stated that he did not feel it was right for Waste Management to change the days of pick up to three different days. Village Clerk Runge stated that Dan Hannah, Waste Management Manager stated he had no control over the days of pick up. Discussion ensued. The Board requested Village Clerk Runge to contact Waste Management again and ask if Trash and Yard Waste could be picked up on Mondays and Recycle on Fridays.

Citizen Committee: Trustees Slama and Fortune reported that the first Citizen Committee went excellent and after the issues were presented for a Village Hall, the Committee was open to the idea. The next meeting will be held on Monday, December 08, 2014 at 7:00 pm to discuss the Village Hall layout and financial details.

Parking Lot Lights: Trustee Fortune stated that Hutkin Development fixed the parking lot lights at Big Bend Square.

FINAL CITIZEN COMMENTS

No final citizen comments.

ACTION ITEM LIST

No updates were discussed.

ADJOURNMENT

There being no further business, Trustee Graves motioned to adjourn the regular meeting at 9:03 pm, seconded by Trustee Whitmore. 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: January 7, 2015

ATTEST:

Kathy A. Runge
Kathy A. Runge
Village Clerk

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