

**PUBLIC MEETING – TENTATIVE AGENDA  
WEDNESDAY, FEBRUARY 4, 2015 – 6:30 PM  
VILLAGE OF TWIN OAKS – BOARD OF TRUSTEES’ MEETING  
1393 BIG BEND ROAD, SUITE F, TWIN OAKS, MO 63021  
(Next Bill #471 Ordinance #451 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 January 21, 2015
  - b. Bills Paid List – January 22 to February 4, 2015
6. CITIZEN COMMENTS
7. REPORT OF COMMITTEES/COMMISSIONS/CONTRACTORS
  - a. Village Committee Update – Roger Loesche
  - b. Police Report – Officer Mike Maxwell
  - c. Appointment Process for Board of Adjustment
8. OLD BUSINESS

None
9. NEW BUSINESS
  - a. Bill No. 470 – An Ordinance Approving an Award of Contract for 2015 Grass Cutting/Trimming, Authorizing Notice of Intent to Award and Execution of Contract:
10. SPECIAL DISCUSSION
  - a. Firework Bids
  - b. Maintenance Building
  - c. Village Clerk Report
  - d. Village Attorney’s Report
  - e. 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: February 3, 2015; 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, FEBRUARY 4, 2015**

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 – absent	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 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. Trustee Slama motioned to approve the Meeting Minutes of January 21, 2015 and Bills Paid List as of January 22 to February 4, 2015, 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**

**Village Committee Update:** Roger Loesche, Chairman of the Citizen Committee, reported that the Committee had met several times to discuss the need for a future Village Hall. A letter of recommendation was provided to the Board. (See report added to minutes.)

**Police Report:** Officer Maxwell provided the January 2015 reports for the Board's review. No comments or discussion ensued regarding the report.

**Appointment Process for Board of Adjustment:** The Board reviewed the form that Trustees Slama and Young presented. Discussion ensued. The Board requested that the following three questions be added to the form:

- What can you bring to the Committee?
- Do you understand the scope of the position?
- Why do you want to serve on the Committee?

The Board also discussed if it was appropriate to ask the volunteers if they would be willing to subject to a criminal background check. The Board also discussed whether this is something that should be done when a candidate files for the Trustee position. The Board requested Attorney Hartzog to research if the Trustee position was covered by the State Statue and asked Village Clerk Runge to poll other municipalities for background checks on volunteers.

### OLD BUSINESS

None.

### NEW BUSINESS

**Bill No. 470: An Ordinance Approving an Award of Contract for 2015 Grass Cutting/Trimming, Authorizing Notice of Intent to Award and Execution of Contract:** First reading of Bill No. 470 was read. Village Clerk Runge stated that Wes Theissen, BFA, had reviewed the two bids that were received from The Ground Guys of St. Charles in the amount of \$26,986.25 and SFP Landscaping, Inc. in the amount of \$41,544.00. Mr. Theissen recommended The Ground Guys of St. Charles for the 2015 Grass Cutting/Trimming bid. Village Clerk Runge pointed out that \$28,887 was spent last year on mowing and felt this was a fair bid. Discussion ensued. Second reading of Bill No. 470 was read. Trustee Fortune motioned to approve Bill No. 470 as submitted, seconded by Trustee Young and the motion passed 4-0 as follows: Trustees Slama-yea, Whitmore-yea, Young-yea, Graves-absent and Fortune-yea. Chairman Whitmore stated that Bill No. 470 being duly passed on February 4, 2015 now becomes Ordinance No. 451.

### SPECIAL DISCUSSION

**Firework Bids:** The Board reviewed the Firework Bid Matrix that was prepared by Trustee Slama. The Board discussed if music in general was necessary. The Board did not come to a definite conclusion and the discussion was postponed. The Board requested Village Clerk Runge to contact all the bidders and ask if their price would change if music was eliminated. Trustee Slama motioned to postpone the discussion, seconded by Trustee Fortune and the motion passed 3-1 as follows: Trustees Slama-yea, Whitmore-yea, Young-yea, Graves-absent and Fortune-yea.

**Maintenance Building:** The Board reviewed the information that was provided from John, Maintenance, regarding a maintenance building being placed at the cell tower in the park. The Board discussed the size, cost, adding electric and plumbing to the building and the budget restraints. Chairman Whitmore stated he would personally like to look at the similar building in Fenton with John.

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

- **IT:** Migration is complete for the most part. John's workstation PC was also installed this week. Acumen was notified that we are no longer in need of their services.
- **Trash Schedule:** Sending out notification to residents by the end of the week regarding the change in yard waste pickup to Monday beginning February 16<sup>th</sup>. The Board requested that signs be put up for the residents reminding them of the new schedule for the first couple of weeks. It was also requested that signs be put up whenever trash is delayed one day due to holidays.
- **Park Grant:** Reimbursement of \$6400 was received for the park planning grant.
- **TOPC:** Met with Mark Hawkins and Karen Kittleson on January 26<sup>th</sup>. There is now a better idea of what they plan to do with their soccer field. Ms. Kittleson contacted Village Clerk Runge about forgoing the MSD review but she informed them that a review was necessary from St. Louis County. Village Clerk Runge told Ms. Kittleson that if St. Louis County wanted to waive that requirement and put something in writing to the Village, that would be acceptable. Village Clerk Runge stated she has not heard back from them.
- **Candidate Open House:** The Board agreed to have the Open House to meet the candidates on Wednesday, March 4<sup>th</sup> prior to the Board Meeting from 4:00 pm to 6:00 pm. The Board also agreed they were not ready to display the renderings of the Village Hall that evening.
- **PGAV Meeting:** The Board requested Village Clerk Runge to contact PGAV to set up a meeting to discuss economic development on Monday, February 9<sup>th</sup> or Thursday, February 12<sup>th</sup>, whichever worked best with PGAV.
- **Business License Review:** Meeting with Attorney Hartzog on Thursday, February 5<sup>th</sup> to discuss the options for collecting sales tax for businesses that have a flat sales tax but sell merchandise.
- **New Monitor for Board Room:** Spoke with Brian Mehl, Brain Mill, and he provided a quote to install a new TV in the Board room. The Board agreed with the quote and advised Village Clerk Runge to proceed.
- **Park Area Clean Up:** A quote of \$2850 was received from Sohn Enterprises to clean up and removal of the vegetation and removing all limbs and logs larger than 6" in diameter.
- **Planter Repair:** Trustee Fortune stated that he met with Sohn Enterprises and was informed that the planter repair would be completed by February 18<sup>th</sup>.
- **Taste of Twin Oaks:** Village Clerk Runge stated that Connie Fortune, Park Committee Member and resident, Cindy Slama have volunteered to organize the Taste of Twin Oaks for the July 3<sup>rd</sup> Fireworks event. Details will follow.
- **Surplus of IT Equipment:** An inventory will be prepared of the IT Equipment that the Office has replaced and will offer to staff, Trustees, Committees and the residents.

**Attorney's Report:** No report was given.

**Chairman and Trustee Comments:**

**Citizen Committee:** Trustee Fortune stated now that the Citizen Committee has given their recommendation to the Board of Trustees regarding a Village Hall, he feels the Board needs to plan the next steps going forward. Discussion ensued.

**Stroller Path:** Trustee Slama stated that a preliminary meeting was held with Wes Theissen, BFA, and Patrick Worzer, Gateway Design Studio, to discuss placing a stroller path in the park by the church stairs. The timeline for the project would be to start after July 4<sup>th</sup> and complete by the end of the year.

**FINAL CITIZEN COMMENTS**

No final citizen comments.

**ACTION ITEM LIST**

Trustee Whitmore provided an updated Action Item List and stated if there are any changes to let him know.

**ADJOURNMENT**

There being no further business, Trustee Young motioned to adjourn the regular meeting at 8:32 pm, seconded by Trustee Slama. 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: February 18, 2015

ATTEST:

Kathy A. Runge  
Kathy A. Runge  
Village Clerk

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

January 26, 2015

To: The Village of Twin Oaks Board of Trustees  
FROM: Roger Loesche, Chair of the Citizens Committee  
RE: Village Hall recommendations

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Trustees,

The Citizens Committee has met a number of times over the last two months and has considered the issue of whether or not the Village should move to construct a new facility to house the Village operations. There was a great deal of discussion early on that served to update the Committee on the gifting of the property from the Schnucks/Desco entity. Russ Fortune, Ray Slama and Bob Hartzog were most helpful on informing the members of the Committee about the circumstances surrounding the gifting. The Committee met with Kathy Runge to try and better assess the nature of the needs the Village faces currently and may face in the years to come. The committee also listened to a presentation that gave it some basic information about the financing options and pitfalls that Village would face if it decided to move forward with the new facility. The Committee was provided, and briefly reviewed, a potential layout of a new facility and a cost estimate for construction.

After reviewing all of the information provided, the Committee met to reach a recommendation. The Committee considered the issue as follow:

First, does the Village really need a new facility in which to operate?

Considerations include:

1. Court and storage space, public meeting space, and staff space.
2. Unknown issues such as a potential redevelopment of Old Town.

The answer is that the Village probably is not in dire need of a new facility but that certainly there are issues, both current and future, that led the Committee to conclude that a new facility would ease the storage and staffing issues the Village now faces and provide for space that would provide better service to the Village residents and staff. A larger Board room and a common area that could be used for Village functions do not exist now and limit the ability of the Village hold large meetings. The issue of a potential Village Court was presented and it was concluded that the issue had little impact on the discussion.

Next, the Committee considered the question that if the needs are determined to be necessary, then can the Village afford a new facility?

Considerations and issues include:

1. Effect on the budget both from expense and cash standpoints
2. Effect on the reserves and the uses for which they are set aside.
3. Effect on other Village initiatives and the ability of the Village to maintain services in the future.
4. Effect of budget changes, both positive and negative from future issues.

5. How to finance a new facility. How much to "borrow", how much reserves to deplete and disposition of other Village property as an offset in the purchase.

The answer here was less easily determined. Currently the Village has adequate reserves and tax revenues appear stable. Given that, there was no real pro-forma data provided to the Committee that projected the revenues and expenses with and in the absence of a new facility purchase. There was also no assessment of the cash flow impact the construction of a new facility would have on the Village finances. The lack of this detailed financial information means that the Committee was not able to determine completely that a new facility was a financial viability. But even without such detailed information, a few conclusions were made. First, it was concluded by the committee that a significant depletion of Village reserves to achieve construction of a new facility was not in the best interest of the Village. Second, the impact of the current lease for the Village offices was discussed. The funds the Village currently pays to lease property and storage space would be replaced with a yet to be determined debt reduction payment and yet to be estimated operating expenses. In the end, the Committee concluded, that if the Village is careful in the design process and if it carefully reviews all the cost and cash factors involved, it can likely afford a new facility of reasonable size and cost.

Nest, the Committee considered that if the Village can afford a new facility, where should it be constructed?

The Committee had extensive discussions regarding what appear to be two potential sites for a Village facility. One is on the property that was recently gifted to the Village and the other is on the property near the Park that the Village acquired some years back. Each property has pro's and con's to it. Access, size, visibility, and restrictions each differ between the two options. The Committee asked about the impact of selling the recently gifted property immediately for whatever could be raised. The Village attorney informed us that in his opinion, selling the property just acquired for a profit may be a questionable act for the Village. His concern about the potential impact on the Village was discussed and generally it was felt that his opinion laid moot for the sale of the property and the discussion as to where to consider a new facility among the competing options. This was far from a unanimous opinion. There was discussion that the problems of what might occur to the Village and other parties in the gifting transaction if the Village was to dispose of the property was not something we should consider or ever worry about. If it was in the best interest of the Village to sell, then it should. Moving forward, the Board will have to consider whether this is an issue that needs consideration.

Lastly, the Committee discussed that if a location is determined for the Village to build a new facility, when should its construction be undertaken?

Considerations and issues:

1. Interest rates are low but trending higher.
2. Lead time for discussion, evaluation and final design, will likely be fairly long.
3. Waiting allows reserves to be further enhanced and the effect of other issues to be evaluated.

The Committee considered the information presented and concluded that given the long time it will likely take to arrive at consensus as to the parameters for a new facility, and then put out a design qualification for a new facility, it is unlikely that it will be possible to have any facility designed and constructed prior to the expiration of the existing office lease in February, 2016. The Committee felt it would be a major mistake to rush the process. The Committee



concluded that if a new facility is to be built, broader input from resident is important and time should be allowed for this issue to be fully vetted by both residents and elected officials alike.

Thus, our recommendation to the Board of Trustees is as follows.

The Committee recommends that the Board of Trustees move forward with the planning and vetting process to construct a new facility on the property gifted to the Village recently. This recommendation is based on the needs the Village has that are not currently being met by existing facilities, the presumed ability of the Village to afford a reasonably designed facility and the availability of a suitable location for the facility's construction.

It should be noted that the recommendation is not presented to the Board unanimously. There was feeling that given the circumstances, the conclusion was predetermined and that the instructions to the Committee were not detailed as fully as they might have been.

I like to thank April Milne, Neal Handler, Pat Kelley, Ray Slama, Russ Fortune and Dan Wheeler for giving of their time to serve on the Committee. While there was not universal consensus, all of the members of the Committee were forthright in presenting their opinions and the discussion was all the better for that.

If you have any questions about the Committees' process or recommendation, please give me a call.

RWL