

**PUBLIC MEETING – TENTATIVE AGENDA  
WEDNESDAY, JANUARY 22, 2014 – 6:30 PM  
VILLAGE OF TWIN OAKS – BOARD OF TRUSTEES’ MEETING  
1393 BIG BEND ROAD, SUITE F, TWIN OAKS, MO 63021  
(Next Bill #437 Ordinance #416 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 December 4, 2013
  - b. Regular Meeting Minutes of January 8, 2014
  - c. Bills for Approval as of January 22, 2014
  - d. Financials as of December 2013
6. CITIZEN COMMENTS
7. REPORT OF COMMITTEE/COMMISSIONS/CONTRACTORS
  - a. BFA – Presentation on Street Enhancements to Avoid Speeding
  - b. Financial Advisor - Jeff Blume
8. OLD BUSINESS
  - a. Firework Bids
  - b. Park Reservation Policy
  - c. Park Restroom Construction
9. NEW BUSINESS
  - a. Bill No. 434 – An Ordinance Amending Title I, Sections 131.030 and 131.040 (Purchasing Policy) by Increasing the Administrator/Clerk Purchasing Authority Policy:
  - b. Bill No. 435 – An Ordinance Amending Title II, Section 215.055 of the Municipal Code (Temporary Storage and Disposal Containers) by Eliminating Application Fees and Granting Additional Authority for Extended Usage to the Village Clerk:
  - c. Bill No. 436 – An Ordinance Approving a Second Lease Agreement with USR-DESCO Twin Oaks, LLC, a Delaware Limited Liability Company and the Village of Twin Oaks Authorizing Execution of the Agreement and Rental Payments as Specified Therein:
10. SPECIAL DISCUSSION
  - a. Action Item List from January 8, 2014
  - b. Waste Management Extension

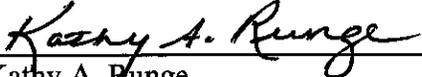
- c. Mowing Contract
- d. Arbor Day Celebration
- e. Village Clerk Report
- f. Village Attorney's Report
- g. Chairman and Trustee Comments

11. FINAL CITIZEN COMMENTS

12. EXECUTIVE SESSION

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

13. ADJOURNMENT

  
Kathy A. Runge  
Village Clerk/Controller

POSTED: January 17, 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, JANUARY 22, 2014**

The meeting was called to order at 6:34 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 Graves motioned to approve the agenda as submitted, seconded by Trustee Slama and motion passed with the unanimous consent of the Board of those present.

**APPROVAL OF THE CONSENT AGENDA**

**Regular Meeting Minutes of December 4, 2013:** Chairman Whitmore stated that since there was not a quorum at the last meeting, the Meeting Minutes of December 4, 2013 needed to be approved at this meeting. Trustee Graves motioned to approve the Meeting Minutes of December 4, 2013 as submitted, seconded by Trustee Slama and motion passed with the unanimous consent of the Board of those present. Chairman Whitmore abstained.

**Regular Meeting Minutes of January 8, 2014:** Assistant Village Clerk stated that she received an email from Trustee Fortune, who was absent from the meeting, stating that under the Firework Bids the minutes say “the Board decided to stay with J&M” Displays”. Trustee Fortune wrote that he believed there was a feeling of more comfort with J&M Displays but there were some clarifications needed. Discussion ensued. The Board agreed to remove the above mentioned sentence from the record. Trustee Graves motioned to approve the Meeting Minutes of January 8, 2014 as corrected, seconded by Trustee Young and motion passed with the unanimous consent of the Board of those present. Trustee Slama abstained.

**Bills for Approval as of January 22, 2014 and Financials as of December 2013:** Village Clerk Runge stated that she had questions regarding the invoice from Bond Architects. The invoice lists a charge for the truss fix and a two-hour meeting with Trustees Fortune and Whitmore to discuss rafters and hanging the heaters which she felt were questionable. Discussion ensued. The Board suggested that Village Clerk Runge

clarify with Trustee Fortune before paying the invoice. Trustee Slama motioned to approve Bills for Approval as of January 22, 2014 extracting Bond Architects invoice until clarification and to approve Financials as of December 2013, seconded by Trustee Graves and motion passed with the unanimous consent of the Board of those present.

### **REPORT OF COMMITTEES/COMMISSIONS/CONTRACTORS**

**Financial Advisor – Jeff Blume:** Mr. Blume reviewed the financial report in detail with the Board and demonstrated the drop-box feature that he feels would be beneficial to the Village.

**BeneFlex** – The Board discussed other options that could be used in place of the FSA, Flexible Spending Account provided by BeneFlex that was no longer an option for the employees. Discussion ensued. It was suggested to wait a few weeks to see if the health care climate changed with regard to stand alone plans.

**BFA – Presentation on Street Enhancements to Avoid Speeding:** Wes Theissen gave a presentation of the most common options for Traffic Calming (eliminate speeding) in the Village. Mr. Theissen answered various questions from the Board. The Board requested that Mr. Theissen provide a list of locations in the metro area where humps and tables have been installed and research Trustee Young's suggestion of putting divots in streets to slow traffic.

### **CITIZEN COMMENTS**

The resident at 54 Crescent Ave. was in attendance and stated that he still does not understand the Board accepting the work that was done by the snow plowing company (TRC Outdoor). The Village Office forwarded a copy of the snow plowing invoice per his request and he advised the Board that he feels that TRC Outdoor is charging more hours to make up for bidding so low and that the Village is being taken advantage of. Village Clerk Runge stated Maintenance Supervisor Buehler had confirmed the invoice and they both felt that the invoice was correct. Discussion ensued. Trustee Slama stated that this is not only the first season for TRC Outdoor but also for Village Clerk Runge and expectations are still being learned by all. Trustee Slama stated that the resident's concerns are legitimate and the Village Office will continue to watch the bills and the times that TRC Outdoor is in the Village.

### **OLD BUSINESS**

**Firework Bids:** The Board reviewed the new bid from Extreme Pyrotechnics which was more comparable to the other bids received for fireworks. Village Clerk Runge provided an updated agreement from J & M Display to the Board. Trustee Young felt the contract was insufficient and needed further review from Attorney Hartzog. Village Clerk Runge stated that this was the same contract the Board signed in previous years. Trustee Slama stated that he updated the spreadsheet with the information that was received from Extreme Pyrotechnics but he did not have the spreadsheet available for the meeting. Trustee Slama stated he would forward it to the Board for their review. Discussion ensued. Attorney Hartzog stated that the firework bids are more complicated than anyone expected and

suggested the Board contact someone who would be more knowledgeable to compare the firework bids. Chairman Whitmore motioned to table this discussion until the Board could contact other municipalities to find out the criteria they used to compare their firework bids, seconded by Trustee Graves and motion passed with the unanimous consent of the Board of those present.

**Park Reservation Policy:** Park Chair, Lisa Eisenhauer was not in attendance. Trustee Graves motioned to table this discussion until the next Board meeting, seconded by Trustee Slama and motion passed with the unanimous consent of the Board of those present.

**Park Restroom Construction:** Village Clerk Runge stated that the interior drywall was completed and paint colors were finalized. The electrician is finishing up the heater installation and the lights were installed in the storage areas. Trustee Slama stated that he had noticed that there were no electric outlets on the outside of the building which he had requested and questioned if Bond Architects was in charge of overseeing this project. After requesting a copy of Bond Architect's contract, it was read that the Architect should be acting as the Village Consultant, oversee the project, provide a check list for the Village and keep the Village Clerk informed. The Board discussed that none of the above was being done and requested that Trustee Fortune be notified to contact Art Bond to get a full update on this project.

*Trustee Young excused herself from the meeting at 8:37 pm.*

#### NEW BUSINESS

**Bill No. 434 – An Ordinance Amending Title I, Sections 131.030 and 131.040 of the Municipal Code (Purchasing Policy) by Increasing the Administrator/Clerks Purchasing Authority:** First reading of Bill No. 434 was read. Chairman Whitmore stated that this was discussed at the last Board meeting to raise the purchasing authority to \$5,000. No discussion ensued. Second reading of Bill No. 434 was read. Trustee Slama motioned to approve Bill No. 434 as submitted, seconded by Trustee Graves and motion passed 3-0 as follows: Trustees Fortune-absent, Graves-yea, Slama-yea, Young-absent and Whitmore-yea. Chairman Whitmore stated that Bill No. 434 being duly passed on January 22, 2014 now becomes Ordinance 416.

**Bill No. 435 – An Ordinance Amending Title II, Section 215.055 of the Municipal Code (Temporary Storage and Disposal Containers) by Eliminating Application Fees and Granting Additional Authority for Extended Usage to the Village Clerk:** First reading of Bill No. 435 was read. Trustee Slama stated he would like to table Bill No. 435 until a full Board was present. Chairman Whitmore motioned to table Bill No. 435 until the next Board Meeting when there would be a full Board, seconded by Trustee Graves and motion passed with the unanimous consent of the Board of those present.

**Bill No. 436 – An Ordinance Approving a Second Lease Agreement with USR-DESCO Twin Oaks, LLC, a Delaware Limited Liability Company and the Village of Twin Oaks Authorizing Execution of the Agreement and Rental Payments as**

**Specified Therein:** First reading of Bill No. 436 was read. Village Clerk Runge stated that after her discussion with Will Kline from DESCO she was informed that USR-DESCO would not give the Village a one year lease. Discussion ensued regarding paying the lease month to month or push for a yearly lease. The Board requested Attorney Hartzog to review the original lease to see if there was an option to sub-lease. Trustee Graves motioned to table Bill No. 436 until review is completed, seconded by Trustee Slama and motion passed with the unanimous consent of the Board of those present.

### **SPECIAL DISCUSSION**

**Action Item List From January 8, 2014:** The Board reviewed the Action Item List from January 8, 2014. Discussion ensued. Chairman Whitmore stated that he would make updates to the list from tonight's meeting and forward to the Board and Village Staff.

**Waste Management Extension:** Village Clerk Runge stated that she received an Extension Agreement from Waste Management due to their contract expiring in May 2014. Village Clerk Runge stated that at her previous employment, approximately two years ago, they went out for bid for trash pickup and found that Waste Management outbid their competitors. Village Clerk Runge recommended to the Board to accept Waste Management's Extension Agreement. Discussion ensued. No action was taken and the Board asked that this discussion continue at the next Board meeting when there was a full Board.

**Mowing Contract:** Trustee Slama stated he felt that the Board should consider extending MidWest Scapes contract until specifications are completed from BFA, to incorporate the turf enhancement proposal that was approved in the 2014 budget. The Board requested that Village Clerk Runge negotiate an extension with MidWest Scapes.

**Arbor Day Celebration:** Chairman Whitmore stated that a suggestion was made to move the Arbor Day Celebration to a Saturday in the fall instead of holding it in the spring. It was stated that the celebration would be for the residents and their families and larger trees could be passed out vs. seedlings. Trustee Slama stated that even though this was not a park event that the Park Committee should be consulted before changes are made.

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

- **Better Together:** This organization has asked for extensive sunshine law information and provided a copy of the letter to the Board. Village Clerk Runge stated that the Village Office has responded with approximate costs and were waiting for their payment to proceed with the request.
- **Hiring Plan:** Village Clerk Runge stated that this year's budget allows funds to hire a part-time person to assist with misc. jobs in the Village Office. She stated at this time she was going to proceed looking for someone to work three days a week.
- **Sewer Lateral:** Due to Section 525.020 (J) Village Clerk Runge stated that a report is required to the Board regarding payouts for sewer lateral claims. She

informed the Board that there was only one payment made to 1412 Autumn Leaf Dr. to Advantage Properties.

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

**Chairman and Trustee Comments:** Chairman Whitmore stated that candidate filing closed on January 21<sup>st</sup> at 5:00 pm and there were 4 candidates that signed up for the April 8th election. Jeff Graves, Frank Venturella, Jason Sohn and Ray Slama.

**FINAL CITIZEN COMMENTS**

No final citizen comments were made.

**ADJOURNMENT**

There being no further business, Trustee Graves motioned to adjourn the regular meeting at 9:49 pm, seconded by Trustee Slama 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:

2-5-2014

ATTEST:

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

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