

**PUBLIC MEETING – TENTATIVE AGENDA  
WEDNESDAY, JANUARY 08, 2014 – 6:30 PM  
VILLAGE OF TWIN OAKS – BOARD OF TRUSTEES’ MEETING  
1393 BIG BEND ROAD, SUITE F, TWIN OAKS, MO 63021  
(Next Bill #434 Ordinance #415 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. Bills for Approval as of January 8, 2014
  - c. Financials as of November 2013
6. CITIZEN COMMENTS
7. REPORT OF COMMITTEE/COMMISSIONS/CONTRACTORS
  - a. Police Report
8. OLD BUSINESS

None
9. NEW BUSINESS
  - a. Bill No. 433 – An Ordinance Ratifying and Approving a Contract With Allen Roofing & Siding Co. for Re-Roofing of Park Pavilion:
10. SPECIAL DISCUSSION
  - a. Firework Bids
  - b. Dumpster Permits
  - c. Birnamwood Sign
  - d. Unemployment - Self-Insured Questions
  - e. Village Clerk Spending Authorization
  - f. Village Hall Lease (expires 2/28/14)
  - g. Village Clerk’s Report
  - h. Village Attorney’s Report
  - i. 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 6, 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 08, 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 – absent  
                 Mary Young – *arrived 6:34 pm*

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 stated that item 5b) Bills for Approval as of January 8, 2014 was to be deleted and requested that item 10b) Dumpster Permits and 10c) Birnamwood Signs be moved after the Police Report was given. Chairman Whitmore 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 of those present.

**APPROVAL OF THE CONSENT AGENDA**

**Regular Meeting Minutes of December 4, 2013:** Chairman Whitmore stated that the Meeting Minutes of December 4, 2013 could not be approved due to not having a quorum of those that were in attendance.

**Financials as of November 30, 2013:** Chairman Whitmore motioned to approve the Financials as of November 30, 2013 as submitted, seconded by Trustee Fortune and motion passed with the unanimous consent of the Board of those present.

*Trustee Young arrived at 6:34 pm.*

**CITIZEN COMMENTS**

**Snow Removal in the Village:** A resident at 54 Crescent Ave was in attendance and stated that he was extremely dissatisfied with the snow plowing from the new company, TRC Outdoor that started January 1, 2014. Village Clerk Runge agreed there were issues that needed to be addressed but pointed out that this was an unprecedented snow and it was TRC's first snow. Village Clerk Runge stated that the main complaints were blocked mailboxes, blocked driveways and that the streets were not being cleared curb to curb. She added that Maintenance Supervisor Buehler was monitoring the snow removal and had already discussed these concerns with TRC Outdoor who was very receptive. She stated

that it seemed TRC was concerned that they do a good job for the Village. The Board Members agreed that the roads should have been cleared better and that they should not have left the Village until the roads were in good condition. Discussion ensued. The Board requested that Village Clerk Runge put in writing the concerns of the Village and forward to TRC Outdoor. Chairman Whitmore asked Assistant Clerk Ratliff to also email the residents to remind them to keep their cars off the road during snow plowing.

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

**Police Report:** Officer Maxwell provided reports as of December 2013. No comments were made. Officer Maxwell pointed out that for the year 2013, there were no vandalism reports made. The Board thanked Officer Maxwell for pointing this out and thanked him for establishing an excellent relationship with the public and residents in the park.

### **OLD BUSINESS**

None.

### **NEW BUSINESS**

**Bill No. 433 – An Ordinance Ratifying and Approving a Contract With Allen Roofing & Siding Co. for Re-Roofing of Park Pavilion:** First reading of Bill No. 433 was read. Village Clerk Runge stated that there was discussion while the contractors were roofing the new Comfort Station in the Park that it would be a good time to re-roof the Park Pavilion as well. No discussion ensued. Second reading of Bill No. 433 was read. Trustee Graves motioned to approve Bill No. 433 as submitted, seconded by Trustee Fortune and motion passed 4-0 as follows: Trustees Fortune-yea, Graves-yea, Slama-absent, Young-yea and Whitmore-yea. Chairman Whitmore stated that Bill No. 433 being duly passed on January 8, 2014 now becomes Ordinance 415.

### **SPECIAL DISCUSSION**

**Birnamwood Entrance Sign:** Tom Gorski and Carol Boughman from the Condominium Board were in attendance and stated that the Condominium Board intended on repairing the Birnamwood entrance sign since it was damaged in the recent snow storm. The Board discussed whether the Birnamwood entrance sign should be replaced with a more updated sign or repaired. Trustee Slama, who was absent from the meeting, had emailed his concerns that according to the sign code, the sign was no longer in compliance. Discussion ensued. The Board agreed that the Condominium Board should proceed with repairing the sign as needed. The Board also suggested that in the near future the Trustee Board and Condominium Board should collaboratively work together to address some of the residents' concerns that the sign should be updated but still keep the rustic look that the Condominium residents want to preserve.

**Dumpster Permits:** Mr. Gorski with the Condominium Board stated that he would like the Board to consider having an annual dumpster fee for the contractors during their routine repairs in the Condominiums. Discussion ensued. The Board decided to change the ordinance to waive the fee for all residents since the Village encourages repairs and upkeep to their property and requested an ordinance be prepared for the next Board meeting.

**Park Report:** Lisa Eisenhauer, Park Chair, was in attendance and stated that in November, 2013 the Park Committee recommended to the Board to eliminate non-resident's reservations in the park in 2014. Discussion ensued. The Board agreed that since there are changes to the reservation policy yearly it would be better to have a policy that is easily changed vs. a codified ordinance. Ms. Eisenhauer stated she will make the changes as discussed and present to the Board at the next meeting.

**Firework Bids:** The Board discussed the following three Firework Bids that were received and opened on December 23, 2013:

|                      |          |
|----------------------|----------|
| J&M Displays         | \$19,500 |
| Gateway Fireworks    | \$20,500 |
| Extreme Pyrotechnics | \$11,000 |

Trustee Fortune stated that he had researched the different firework companies and each company has different specifications for their fireworks and different grades for different shells. Discussion ensued. The Board discussed contacting Extreme Pyrotechnics to find out if they could enhance their bid to be in line with J&M Displays. Trustee Fortune motioned to authorize Village Clerk Runge and a designated Trustee to have further discussions with J&M Displays changing the amount of shells for the price that the Village has budgeted for and to negotiate a "Not to Exceed" amount in their extended contracts. Trustee Graves seconded the motion and the motion passed 3-0 as follows: Trustee Graves-yea, Young-abstain, Whitmore-yea, Slama-absent and Fortune-yea. Chairman Whitmore stated that he would assist Village Clerk Runge when talking with J&M Displays.

**Unemployment – Self-Insured Questions:** The Board discussed whether or not the Village should remain a "Self-Insured Annuity" or to pay taxes every month to Missouri State Unemployment. Discussion ensued. The Board agreed that it would be in the best interest of the Village to remain "Self-Insured". The Board requested that Village Clerk Runge contact Jeff Blume, Village Financial Advisor to find out an amount that the Village should be budgeting every quarter an annuity and to see if this can be added to the 2014 approved Budget.

**Village Clerk Spending Authorization:** Village Clerk Runge stated that she would like the Board to consider raising the spending limit from \$2,000 to \$5,000 which is stated in the Purchasing Policy to help expedite contracts that come through the Village Office. Village Clerk Runge stated that for example the Allen Roofing Contract was delayed due the amount being over her authorization limit. Attorney Hartzog stated that the authorization limit was changed due to one past employee and agreed that the limit should be brought back to \$5,000. The Board agreed and requested that an Ordinance be prepared for the next meeting.

**Village Hall Lease:** Village Clerk Runge stated that Will Kline with DESCO approached her with a new contract for the Office Lease. Mr. Kline's offer was to raise the rent approximately \$1.00 per square foot for two years. Discussion ensued. The Board

requested that Village Clerk Runge contact Mr. Kline to see if DESCO would entertain a one year lease instead of two years.

**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 trusses came in, still not the correct size but were able to be installed. The roof was installed while the weather was fair along with the park pavilion roof. Heaters have been installed but the weather has brought everything to a halt with the snow. Trustee Fortune stated that the water should be turned on if it has not been during this time to make sure that the heaters are warm enough to heat the water.
- **Parks Planning Grant/DNR Recreational Trails Program:** The Village was awarded the Park Planning Grant. Village Clerk Runge stated that she and Weis Thiessan, BFA went to Jefferson City on January 7<sup>th</sup> to attend the Department of Natural Resources' RTP Grant Workshop.
- **Payroll:** Met with a representative from Paylocity regarding switching our payroll services from ADP to Paylocity but review was still in progress.
- **QuickBooks On-line/Drop-Box:** Met with Jeff Blume, Village Financial Advisor to set up QuickBooks on-line (which is not running live yet) and also installed Drop Box for future use. Jeff Blume will be at the next Board Meeting to demonstrate these changes.
- **New Computers:** After reviewing the Village's current software and equipment with Jeff Blume, he suggested that the Village look at upgrading our computers. Village Clerk Runge stated she knew this was budgeted last year and again this year and would like to proceed with this purchase. Trustees Young and Fortune stated that they would assist with this purchase.
- **Beneflex:** The stand-alone FSA, such as Beneflex, are no longer being supported due to the current health care law. Village Clerk Runge stated that she has been working with Pat Kelly, Eagle Bank Representative to set up a Health Savings Account (HSA) but is not positive that it will work for the Village Staff. Trustee Young stated that she has some contacts that she can call to see if they could assist the Village with this.

**Attorney's Report:** Attorney Hartzog stated that he is still researching if the Sunshine Law allows the Board to participate in video conferencing during Board meetings.

**Chairman and Trustee Comments:**

**Action Item List:** Trustee Young stated that she is discouraged that the Board is not meeting deadlines and is not moving forward with the information that was discussed during the Strategic Meetings in October of 2012. Chairman Whitmore stated that in the past the Board would work from an Action Item List that showed who was assigned a project and a deadline that the project should be completed. Chairman Whitmore stated he would work on a list and forward to the Board.

**Calendars:** Chairman Whitmore thanked Trustee Young who went above and beyond duty helping with the Village Calendars for 2014 when she came in to complete the layout of pictures while she and her family were sick. Village Clerk Runge added that Assistant Clerk Ratliff came in on her day off to help copy and assemble the calendars.

**West County Magazine Article:** Chairman Whitmore publically thanked Trustee Slama for submitting his article in the West County Magazine defending the way the Village operates and felt that the article was very well presented.

**FINAL CITIZEN COMMENTS**

Resident of 54 Crescent Ave. stated that while he listened to the Board's discussion on fireworks, it was stated by the Trustees that not always going with the lowest bid is a good idea. The resident stated that the Board should put the same effort into snowplowing as they have for the fireworks because going with the lowest bidder for snow plowing is putting the public in safety in harm's way. Discussion ensued. The Board stated they understood his concern and agreed that Chairman Whitmore and Trustee Fortune would work together to prioritize the Village streets. The resident also asked for a copy of the invoice when it is received.

**MOVE TO EXECUTIVE SESSION**

Trustee Graves motioned to go into Executive Session at 9:10 p.m. to hold a closed meeting to discuss matters pursuant to Section 610.021 {1, 2 & 3}, seconded by Trustee Fortune. Motion passed 4-0 as follows: Trustees Slama-absent, Whitmore-yea, Young-yea, Fortune-yea, and Graves-yea.

**ADJOURNMENT**

There being no further business, Trustee Fortune motioned to adjourn the regular meeting at 9:49 pm, seconded by Trustee Graves 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: January 22, 2014

ATTEST:

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

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