

**PUBLIC MEETING – TENTATIVE AGENDA**  
**WEDNESDAY, JULY 16, 2014 – 6:30 PM**  
**VILLAGE OF TWIN OAKS – BOARD OF TRUSTEES’ MEETING**  
**1393 BIG BEND ROAD, SUITE F, TWIN OAKS, MO 63021**  
(Next Bill #453 Ordinance #433 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. Special Meeting Minutes of July 1, 2014
  - b. Workshop Meeting Minutes of July 1, 2014
  - c. Bills Paid List – July 3 to July 16, 2014
6. PUBLIC HEARING
  - a. Recommendation by Planning and Zoning to Amend Section 410.050: Signs Permitted in “C” Commercial Districts, Window Signs
7. CITIZEN COMMENTS
8. REPORT OF COMMITTEES/COMMISSIONS/CONTRACTORS
  - a. Police Report
  - b. Park Report
  - c. Financial Report – Jeff Blume
  - d. Audit Report – Mike Williams, Hochschild Bloom & Company
9. OLD BUSINESS
  - a. Pseudoephedrine Limitations Within the Village
  - b. Autumn Leaf Drive Status Review
  - c. IT Review
10. 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. 452 – An Ordinance Amending Title IV, Chapter 410 of the Municipal Code (Sign Regulations) by Further Defining and Detailing Regulations Relating to Commercial Window Signs:
11. SPECIAL DISCUSSION
  - a. Birnamwood Entrance Sign
  - b. Set Code Review Workshops

- c. Fireworks Aftermath
- d. Guideline for Teleconferencing
- e. Village Clerk Report
- f. Village Attorney's Report
- g. Chairman and Trustee Comments

12. FINAL CITIZEN COMMENTS

13. ACTION ITEM LIST

14. EXECUTIVE SESSION

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

15. ADJOURNMENT

  
Kathy A. Runge  
Village Clerk/Controller

POSTED: July 14, 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, JULY 16, 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 – 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 that item 9a) Pseudoephedrine Limitations within the Village be removed and placed on the next agenda since Officer Maxwell was not in attendance. 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**

**Consent Agenda:** Chairman Whitmore stated that a revised copy of the Bills Paid List was provided for the Board. Chairman Whitmore then requested a motion to approve the consent agenda. Trustee Fortune motioned to approve the Special Meeting Minutes of July 1, 2014, Workshop Meeting Minutes of July 1, 2014 and Bills Paid List – July 3 to July 16, 2014 as revised, seconded by Trustee Graves and motion passed with the unanimous consent of the Board of those present.

**PUBLIC HEARING**

Chairman Whitmore opened the Public Hearing to discuss the proposed amendments to the Commercial Window Sign Code. Chairman Whitmore stated that the Planning & Zoning Commission has submitted a final version governing window signs in the Commercial District. Trustee Graves, Board Liaison for Planning & Zoning, stated that the Commission felt the adapted sections of Manchester's code were both merchant friendly and easier to enforce. No comments were made from the Public. Chairman Whitmore closed the Public Hearing at 6:36 pm.

### CITIZEN COMMENTS

Randy DuVall of 98 Crescent Avenue stated that there are still issues at Crescent Rd and Crescent Ave with drivers speeding and running the stop sign. Mr. DuVall stated that he had his own data with times and number of violators since July 3<sup>rd</sup> and told the Board that there needed to be more enforcement placed at the intersection. Discussion ensued. The Board requested that Village Clerk Runge contact Joyce Kelly, County Counselor, in regard to imposing double fines. Sgt. Warner with St. Louis County Police Department stated that he would like to review the data from Mr. Duvall and in the meantime would set up stealth radar at the intersection. Chairman Whitmore requested that Village Clerk Runge set up a meeting with Sgt. Warner and himself regarding enforcement throughout the Village. Trustee Young also requested Village Clerk Runge to speak to the Valley Park Fire District regarding traffic calming.

### REPORT OF COMMITTEES/COMMISSIONS/CONTRACTORS

**Police Report:** Officer Maxwell was not in attendance but Sgt. Warner with St. Louis County Police attended in his place. The Board was provided with the June 2014 Police Reports. (Comments were previously discussed during Citizen Comments).

**Park Report:** Lisa Eisenhauer, Park Chair, was not in attendance and no report was given.

**Financial Advisor:** Jeff Blume reported the Financial Report as of June 2014.

**Review of the 2013 Audit:** Mike Williams and Victoria Holdwick with Hochschild, Bloom and Company reviewed the 2013 Audit Report with the Board. A question/answer period ensued.

### OLD BUSINESS

**Pseudoephedrine Limitations within the Village:** Postponed until the next Board Meeting on August 6, 2014.

**Autumn Leaf Drive Status Review:** Attorney Hartzog stated that he forwarded the red-line copy of the agreement for the Autumn Leaf Stormwater Run-Off project to Mike Bush of Boling Construction and to the affected homeowners for review. Trustee Fortune agreed to meet with Wes Theissen, from BFA, regarding the receptacle that could impact a third property on Autumn Leaf.

**IT Review:** Trustees Young and Fortune gave their report after interviewing with the top two IT Companies selected from the bids that were received on April 9, 2014. Both Trustees Young and Fortune stated that the process has caused them to reevaluate the original bid spec and they wanted to update that spec and send out a second updated RFQ. Discussion ensued. Trustees Young and Fortune volunteered to update the specifications.

### NEW BUSINESS

**Bill No. 447 – An Ordinance Authorizing Execution of a Donation Agreement Between Twin-Oaks-Manchester, LLC and the Village of Twin Oaks:** Chairman Whitmore stated that Bill No. 447 would need to be postponed until the next Board Meeting. Trustee Fortune motioned to postpone Bill No. 447, seconded by Trustee Graves and the motion passed with the consent of the Board of those present.

**Bill No. 452 – An Ordinance Amending Title IV, Chapter 410 of the Municipal Code (Sign Regulations) by Further Defining and Detailing Regulations Relating to Commercial Window Signs:** First reading of Bill No. 452 was read. No discussion ensued. Second reading of Bill No. 452 was read. Trustee Graves motioned to approve Bill No. 452 as submitted, seconded by Trustee Fortune and the motion passed 4-0 as follows: Trustees Graves-yea, Whitmore-yea, Slama-absent, Fortune-yea and Young-yea. Chairman Whitmore stated that Bill No. 452 being duly passed on July 16, 2014 now becomes Ordinance No. 433.

### SPECIAL DISCUSSION

**Birnamwood Entrance Sign:** A proposal was received from Gateway Design Studio with a proposal to design a new Birnamwood entrance sign in the amount of \$2,500. Discussion ensued. Due to the expense of a new sign, the Board discussed that the money would be better spent on speeding issues. No decision was made.

**Set Code Review Workshop:** The Board previously discussed reviewing each section of the Village code. Village Clerk Runge stated that the code should be reviewed prior to setting up our own court. Discussion ensued. Trustee Fortune suggested the Trustees read the entire code and then have a workshop in September to review everyone's comments. Village Clerk Runge was to poll the Board for dates.

**Fireworks Aftermath:** The Board discussed the firework event on July 3<sup>rd</sup> and requested that a survey be completed of the businesses again. The Board also discussed moving the event to July 4<sup>th</sup> to thin out the crowd.

**Guidelines for Teleconference:** Attorney Hartzog stated he did not have an update for the Board at this time.

**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> and are still waiting for a bid on the repairs.
- **Comfort Station:** Received final invoice from J. E. Novack and received the Certificate for Payment from Bond Architects. The next step is to apply for reimbursement from the Municipal Park Grant Committee.
- **IT Bids:** Meetings with Brainmill and Forward/Slash were completed. This item is on the July 16, 2014 agenda for discussion.

- **Turf Enhancement:** The plantings at the intersection and lake dam were completed. \$2,000.00 is being held from the last invoice due to being shorted approximately 600 plants.
- **Autumn Leaf Run-Off:** Attorney Hartzog has provided a red-line agreement which is being reviewed by Mike Bush of Boling and the affected homeowners.
- **Road Repairs:** NB West is to do the Crescent Road/Avenue concrete swale and crack finishing this week. Wes Theissen, BFA has sent his curbing estimate to NB West so they can get a figure on how much the concrete curbing will cost in the Condominiums.
- **CD's:** Transferred two CD's that matured in June from Meramec Valley Bank to Eagle Bank which totaled approximately \$112,000.00. The decision was made to leave the money in the Eagle Bank Money Market Account for now as it offers the same rate as their 12 month CD. Jeff Blume, Financial Advisor advised that it may be wise to keep the funds liquid until a decision is made with regard to the new Village Hall.
- **Code Enforcement:** A call was received from Joyce Kelly, County Counselor, and she has agreed to work with the Village in regard to enforcement of zoning issues.
- **Business and Liquor Licenses:** Bills were sent out in May and all payments have been received.
- **Foot Healers:** Foot Healers is a new tenant who is remodeling at 1393A Big Bend Road (formerly the Dollar Store). A definite move-in date has not been given at this time.
- **Plantings in the Park:** Maintenance Supervisor, Eric Buehler met with Scott Woodbury of Shaw Nature Reserve to discuss planting options in the park. Since the Village has Mr. Woodbury on retainer during the turf enhancement project, Village Clerk Runge suggested that Eric confer with Mr. Woodbury to get ideas. He will be sharing these ideas with the Park Committee at one of their future meetings.
- **MML Conference:** The MML Conference is going to be held in St. Charles this year, September 14-17<sup>th</sup>. Village Clerk Runge stated she and Assistant Clerk Ratliff will be attending but there are still two slots available that were budgeted. If the Trustees are interested in attending any of the sessions, please contact the Village Office.

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

**Chairman and Trustee Comments:**

**Statistical City:** Chairman Whitmore handed out an article from the St. Louis County Post-Dispatch, dated July 6, 2014 suggesting that St. Louis County and City form a "Statistical City", i.e. one that merges stats vs. population. Chairman Whitmore requested that the Board Members review the article and possibly approve a Resolution in favor of this idea.

**Geese Issue in Park:** The Board discussed the continuing geese issue in the park and requested that Village Clerk Runge look into purchasing swans.

**Parking Issues:** Chairman Whitmore stated he received another complaint with the parking issues on Crescent Ave. Discussion ensued and no decision was made.

**FINAL CITIZEN COMMENTS**

No final citizen comments were made.

**ACTION ITEM LIST**

No discussion or comments ensued.

**MOVE TO EXECUTIVE SESSION**

Trustee Fortune motioned to go into Executive Session at 8:41 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-absent, Whitmore-yea, Young-yea, Fortune-yea, and Graves-yea.

**ADJOURNMENT**

There being no further business, Trustee Young motioned to adjourn the regular meeting at 9:25 pm, seconded by Trustee Fortune 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 6<sup>th</sup>, 2014

ATTEST:

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

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