

**MINUTES OF THE WORKSESSION
CITY OF TWIN OAKS BOARD OF ALDERMEN
WEDNESDAY, JUNE 20, 2018**

The Work Session was called to order by Mayor Fortune at 6:00 p.m. in the Board Room of the City Office pursuant to public notice and agenda. Roll Call was taken:

Mayor Russ Fortune-yea

Aldermen Lisa Eisenhauer – yea
Tim Stoeckl – yea
April Milne – yea
Dennis Whitmore – yea

Also Present: Paul Rost, Village Attorney
Kathy A. Runge, Administrator/Clerk

ADMINISTRATOR'S REPORT

- **Intersection Painting:** The intersection painting has been completed. Dennis St. John told me that he will be sending out a crew to do some touch-up painting since some work was done at night. Considering the traffic patterns we have been experiencing on Big Bend, I was very pleased this job was completed in less than two weeks.
- **Tai Chi:** Bing, Russ and I had a very productive meeting last Tuesday. To begin her review, she has asked for copies of our personnel manual, job descriptions, and employee application. We also discussed having future seminars to assist with improving relationships and communication with residents, staff, Board of Aldermen, and committee chairs.
- **Restitution of Fish Kill:** We received a letter from the Cincinnati Insurance Company, who represents Haley Holdings (Propper) telling us that the fish kill was not their problem and to “pursue your claim against Budrovich”. Paul helped form a rebuttal letter which stated that basically, the City did not agree and our position was that the property owner remained answerable for the City’s damages. In the meantime, I have received an e-mail from the agent representing Holland (who hired Budrovich) stating they were now handling the matter for Holland and stated she would copy Budrovich’s carrier. *Alderman Milne inquired if the restitution will include the cost of the Limnologist. Administrator Runge stated that the City could ask for this to be included in the final settlement. Discussion ensued.*

- **Limnologist, i.e. Lake Evaluation:** BFA has prepared an RFQ for an evaluation of our lakes (details are outlined in the copy I placed in drop box). It was sent to nine firms for submittal. We are asking that they come in by July 6th for review.
- **Villages at Twin Oaks Master Sign Plan:** We have received a second master sign submission from Haley Holdings and this is currently under review.
- **Village to City for Paylocity:** I tried to change the name of the Village to City via Paylocity and was locked out and told to contact the administrator. When I called Paylocity, they informed me that they could not make the change until they had proof from the IRS. As you may recall, Paul assisted in preparing a B-8822 form that was sent to the IRS asking for a business and address change. I recently called the IRS to see the status of our request. I was told the **official** document should be here no later than the end of June. At that time, I can send the IRS report to paylocity and other government entities that are requiring this information.
- **Village to City of Twin Oaks for e-mails:** On another note, we have been working on updating our e-mail addresses to city as well. We were informed today by Brainmill that the Cityoftwinoaks.com domain name is available! This means we can finally be official and retire the "villageoftwinoaks.org" e-mail addresses we have been using.

POLICY ON PARK RESERVATIONS/COMMERCIAL PERMIT CLARIFICATION

Mayor Fortune stated that he would like the Board to review the policy that is in place for Park Reservations, Commercial Permit Clarification and the Community Room Reservation policy. He would like the Board to consider opening the reservations for the Pavilion to nonresidents. The purpose of the fee for the Commercial Permit is to cover the cost of having Officer Maxwell in the Park. However, should the cost of the permit be lowered since there are times that Officer Maxwell is already scheduled to be in the park. Finally, the Board should review if there are any areas which need to be adjusted in the Community Room reservation policy. We had an inquiry since the hours of the Community Room on Saturday is 9:00 a.m. to 11:00 p.m. is it possible to reserve the room for the entire day. Mayor Fortune stated that the Board will revisit this at the Board meeting at the end of July.

ADJOURNMENT

Alderman Eisenhauer motioned to adjourn the Work Session Meeting at 6:50 p.m., seconded by Alderman Milne and motion passed with the unanimous consent of the Board of those present.

Drafted By: Theresa Gonzales
Theresa Gonzales,
Administrative Assistant

Date of Approval: 7-2-18

ATTEST:

Kathy A. Runge
Kathy A. Runge,
City Administrator/Clerk

Russ Fortune
Russ Fortune,
Mayor, Board of Aldermen