

PUBLIC MEETING – TENTATIVE AGENDA
WEDNESDAY, MARCH 18, 2015 – 6:30 PM
VILLAGE OF TWIN OAKS – BOARD OF TRUSTEES’ MEETING
1393 BIG BEND ROAD, SUITE F, TWIN OAKS, MO 63021
(Next Bill #473 Ordinance #453 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 March 4, 2015
 - b. Bills Paid List – March 5 to March 18, 2015
6. CITIZEN COMMENTS
7. REPORT OF COMMITTEES/COMMISSIONS/CONTRACTORS
 - a. Park Report – Park Chair, Lisa Eisenhauer
 - b. Financial Reports – Jeff Blume, Financial Advisor
8. OLD BUSINESS
 - a. Volunteer Appointment Application
9. NEW BUSINESS
 - a. Bill No. 472 – An Ordinance Approving the Employment of Special Counsel to Represent the Village and its Clerk/Controller in a Pending Litigation Matter:
10. SPECIAL DISCUSSION
 - a. Village Hall Update
 - b. Village Clerk Report
 - c. Village Attorney’s Report
 - d. 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

Kathy A. Runge
Village Clerk/Controller

POSTED: March 17, 2015; 3:00 pm

At any time during its meeting, the Board of Trustees may go into closed session, upon a motion duly made and approved, pursuant to Chapter 610 R.S.Mo. for the reasons specifically set forth in Section 610.021 including, but not limited to, discussion pertaining to (1) legal actions, causes to action and litigation or confidential communications with the Village's Attorney; (2) the lease, sale or purchase of real estate; (3) hiring, firing, disciplining or promoting of particular employees when personal information about the employee is discussed.

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, MARCH 18, 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 – absent Russ Fortune – yea
 Ray Slama, Acting Chairman – yea Jeff Graves – 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.

Chairman Whitmore was absent for the meeting and Trustee Slama filled in as Acting Chairman.

APPROVAL OF THE AGENDA

Acting Chairman Slama requested a motion to approve the agenda. Trustee Fortune motioned to approve the agenda as submitted, seconded by Trustee Young and motion passed with the unanimous consent of the Board of those present.

APPROVAL OF THE CONSENT AGENDA

Consent Agenda: Acting Chairman Slama requested a motion to approve the consent agenda. Trustee Fortune motioned to approve the Meeting Minutes of March 4, 2015 and the Bill Payment List as of March 5 to March 18, 2015 as submitted, seconded by Trustee Young and motion passed with the unanimous consent of the Board of those present.

CITIZEN COMMENTS

No comments were made.

REPORT OF COMMITTEES/COMMISSIONS/CONTRACTORS

Park Report: No report was given.

Financial Report: Jeff Blume, Financial Advisor, reviewed the Financial Statements for the month of February, 2015. Mr. Blume stated that Hochschild Bloom would begin their initial audit on March 23, 2015. He added the CAFR would have to be filed with the State Auditor by June 27, 2015, which is 180 days from the fiscal year but he preferred the end of May. Mr. Blume also stated that 2015 is the year that each municipality has to file the non-binding estimated tax levy by April, 2015 in accordance with SB711. He stated he

would have a Resolution prepared for the Board to approve at their next meeting on April 1, 2015.

OLD BUSINESS

Volunteer Appointment Application: The Board reviewed the Volunteer Appointment Application and agreed with the final changes. Acting Chairman Slama stated that the office should now use the updated application.

NEW BUSINESS

Bill No. 472 – An Ordinance Approving the Employment of Special Counsel to Represent the Village and Its Clerk/Controller in a Pending Litigation Matter: First reading of Bill No. 472 was read. No discussion ensued. Second reading of Bill No. 472 was read. Trustee Graves motioned to approve Bill No. 472 as submitted, seconded by Trustee Young and the motion passed 4-0 as follows: Trustees Fortune-yea, Slama-yea, Young-yea, Whitmore-absent and Graves-yea. Acting Chairman Slama stated that Bill No. 472 being duly passed on March 18, 2015 now becomes Ordinance No. 453.

Village Hall Update: Trustees Slama and Fortune stated they met with Roger Loesche, Chairman of the Citizen Committee, to review the Village Hall Timeline that was presented at the last Board Meeting. Mr. Loesche advised he was comfortable with the long range plan, noting that all agreed modifications would need to be made as time goes on. It was also discussed that they would like additional residents to be involved with the sub-committees and if any Board member had a suggestion, to forward the name to Village Clerk Runge.

SPECIAL DISCUSSION

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

- **PGAV Meeting:** John Brancaglione relayed he should have some definite information for the Board by the April 1st Board Meeting.
- **Sewer Lateral repair at the Comfort Station:** There was a breach in our lateral line down at the Comfort Station. It had to be cleared out and a camera test was performed. There seems to be a break under the asphalt, right in front of the Comfort Station. John, Maintenance, is currently getting estimates for the repairs.
- **Planter Boxes:** Village Clerk Runge stated that the job on the planter boxes was complete. Trustee Fortune suggested for staff to drive by again to make sure the caulking was completed because he did not think it was. The Board advised Village Clerk Runge to hold payment until completion is confirmed. Village Clerk Runge stated she and John, Maintenance, were working with the landscape consultant on the design now that the plantings have been removed. The consultant has given ideas on new plantings that will enhance the “native look” of the intersection.
- **Fireworks:** Attorney Hartzog is working on the final contract with J & M.
- **Creek Restoration:** Ongoing. Nothing to report at this time.

- **Stroller Path:** These specs are still under review.
- **Living Fence (behind the playground):** Patrick Worzer is putting together the specs for the Park Committee to review.
- **Street Striping:** Contacting NB West and BFA to make sure we are on their schedule first thing this spring to complete the striping project.
- **Autumn Leaf Storm Water Repair:** Now that the weather is getting better, we can bring this project back to the forefront. Part of this will be working with Attorney Hartzog making sure the right of entry agreements are updated and the Village, BFA and Boling are in synch with the next steps.
- **RFP for Village Hall Architect:** Trustee Fortune is working on this document with a target date of completion of April 1st.
- **Audit:** The Village audit is slated to begin March 23rd.

Attorney's Report: No report was given.

Chairman and Trustee Comments: No comments made.

FINAL CITIZEN COMMENTS

No final citizen comments.

ACTION ITEM LIST

No comments made.

MOVE TO EXECUTIVE SESSION

Trustee Young motioned to go into Executive Session at 7:00 p.m. to discuss matters pursuant to Section 610.021 {1, 2 & 3}, seconded by Trustee Graves. Motion passed 4-0 as follows: Trustees Graves-yea, Whitmore-absent, Young-yea, Slama-yea, and Fortune-yea.

BACK TO REGULAR SESSION

The Board returned to Regular Session at 7:34 pm and discussed the following:

Autumn Leaf Dr. Runoff: The Board discussed that a pre-construction meeting should be set up with the affected Residents, Boling Construction and BFA before construction begins. Trustee Fortune stated that a start and finish date should be confirmed with Boling Construction.

Curb and Crack Repair: The Board discussed the curb repairs throughout the Village and the crack seal repair that needs to be done on Woodland Oaks. The Board requested Village Clerk Runge to contact the contractors to have these projects completed.

ADJOURNMENT

There being no further business, Trustee Graves motioned to adjourn the regular meeting at 7:40 pm, seconded by Trustee Young. 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: April 1, 2015

ATTEST:

Kathy A. Runge
Kathy A. Runge
Village Clerk

Ray Slama
Ray Slama, Acting Chairman
Board of Trustees