

**PUBLIC MEETING – TENTATIVE AGENDA
WEDNESDAY, MARCH 19, 2014 – 6:30 PM
VILLAGE OF TWIN OAKS – BOARD OF TRUSTEES’ MEETING
1393 BIG BEND ROAD, SUITE F, TWIN OAKS, MO 63021
(Next Bill #443 Ordinance #422 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 March 05, 2014
 - b. Bills for Approval as of March 19, 2014
 - c. Financials as of February 2014
6. CITIZEN COMMENTS
7. REPORT OF COMMITTEE/COMMISSIONS/CONTRACTORS
 - a. Park Report
 - b. Financial Advisor; Jeff Blume
8. OLD BUSINESS

None
9. NEW BUSINESS
 - a. Bill No. 439 – An Ordinance Approving Selection of Extreme Pyrotechnics, LLC as Display Operator for the 2014 Village Fireworks Display, Authorizing Notice of Intent to Award and Execution of Negotiated Contract:
 - b. Bill No. 441 – An Ordinance Amending Municipal Code, Title IV, Sections 400.080 (Definitions), 400.255 (Setback) and 400.300 (Off Street Parking):
 - c. Bill No. 442 – An Ordinance Adopting a Personal Spending Account (PSA) for the Village of Twin Oaks Eligible Employees:
10. SPECIAL DISCUSSION
 - a. Street Sweeping
 - b. Golden Oak Court Circles
 - c. Resident Email List
 - d. Village Clerk Report
 - e. Village Attorney’s Report
 - f. 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
Village Clerk/Controller

POSTED: March 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, MARCH 19, 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 – 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 that Bill No. 433 be added under New Business and Speed Limit Signs be added to Old Business. Trustee Graves motioned to approve the agenda as amended, seconded by Trustee Fortune and motion passed with the unanimous consent of the Board.

APPROVAL OF THE CONSENT AGENDA

Consent Agenda: Chairman Whitmore requested a motion to approve the consent agenda. Trustee Slama extracted Breakdown of Funds and then motioned to approve Meeting Minutes of March 5, 2014 and Bills for Approval as of March 19, 2014 as submitted, seconded by Trustee Graves and motion passed with the consent of the Board. Trustee Fortune abstained from the Meeting Minutes of March 5, 2014.

Financial Reports as of February 2014 - Breakdown of Funds: The Board asked Jeff Blume, Financial Advisor, to research why the Capital Improvement Account was substantially lower on the Breakdown of Funds report than what was listed in the year-end report for 2013. Discussion ensued. Trustee Slama motioned to approve the Financial Reports as of February 2014, seconded by Trustee Graves and motion passed with the unanimous consent of the Board.

CITIZEN COMMENTS

No citizen comments were made.

REPORT OF COMMITTEES/COMMISSIONS/CONTRACTORS

Park Report: Trustee Fortune stated there was very good suggestions and recommendations made at the Public Hearing for the Park Grant that was held at the March 13th Park Meeting. Trustee Fortune stated that the recommendations will be discussed and considered at the second Public Hearing that will be held on June 12, 2014. Park Chair,

Lisa Eisenhauer stated that the Park Committee researched how other municipalities handle their park security as due diligence to the Village. The Park Committee recommended to the Board that Officer Maxwell be hired as Park Security. Attorney Hartzog requested Officer Maxwell to get the appropriate clearance from St. Louis County Police to review at the next meeting. Village Clerk Runge will work with Officer Maxwell on the scheduling.

Financial Advisor Report: Jeff Blume stated he had conversations with Hochschild Bloom & Company regarding the audit and reviewed the end of the year journal entries. Mr. Blume stated everything looked in order.

OLD BUSINESS

Speed Limit Signs: Residents of 1312 Boly Lane forwarded information to the Board requesting that the Board of Trustees consider placing "Speed Feedback Signs" that display the speed of passing vehicles. Discussion ensued. The Board agreed that this is a public safety issue that needs to be addressed and further research should be done on the signage that was proposed by the residents and discussed at the next Board meeting.

NEW BUSINESS

Bill No. 439 – An Ordinance Approving Selection of Extreme Pyrotechnics, LLC as Display Operator for the 2014 Village Fireworks Display, Authorizing Notice of Intent to Award and Execution of Negotiated Contract: Second reading of Bill No. 439 was read. Sales Representative with Extreme Pyrotechnics, Richard Chabot was in attendance. Discussion ensued. Trustee Graves motioned to approve Bill No. 439 as submitted, seconded by Trustee Fortune and motion passed 4-1 as follows: Trustees Slama-yea, Whitmore-yea, Young-nay, Fortune-yea and Graves-yea. Chairman Whitmore stated that Bill No. 439 being duly passed on March 19, 2014 now becomes Ordinance No. 422.

Bill No. 441 – An Ordinance Amending Municipal Code, Title IV, Sections 400.080 (Definitions), 400.255 (Setback) and 400.300 (Off Street Parking): Trustee Slama stated that he discussed Bill No. 441 with Attorney Hartzog and both agreed that it needed further review of what the Planning & Zoning Commission recommended. Trustee Slama motioned to postpone Bill No. 441 until the next Board meeting, seconded by Trustee Fortune and motion passed with the unanimous consent of the Board.

Bill No. 442 – An Ordinance Adopting a Personal Spending Account (PSA) for the Village of Twin Oaks for Eligible Employees: First reading of Bill No. 442 was read. Village Clerk Runge stated this account would replace the BeneFlex Spending Account for the employees that are eligible. Discussion ensued. Second reading of Bill No. 442 was read. Trustee Graves motioned to approve Bill No. 442 as submitted, seconded by Trustee Young and motion passed 5-0 as follows: Trustees Young-yea, Fortune-yea, Slama-yea, Whitmore-yea and Graves-yea. Chairman Whitmore stated that Bill No. 442 being duly passed on March 19, 2014 now becomes Ordinance No. 423.

Bill No. 443 – An Ordinance Authorizing the Village Clerk to Enter Into a Contract to Install Mulch in the Park and Other Areas Within the Village: First reading of Bill

No. 443 was read. Village Clerk Runge stated that two bids were received to install mulch in the Park and other areas within the Village. MidWest Scapes came in with the lowest bid in the amount of \$6,095.00. Trustee Slama motioned to approve Bill No. 443 as submitted, seconded by Trustee Fortune and motion passed 5-0 as follows: Trustees Graves-yea, Whitmore-yea, Young-yea, Fortune-yea and Slama-yea. Chairman Whitmore stated that Bill No. 443 being duly passed on March 19, 2014 now becomes Ordinance No. 424.

SPECIAL DISCUSSION

Street Sweeping: The Board discussed whether or not to schedule monthly street sweeping or to have the streets swept on an "as needed basis". Discussion ensued. The Board agreed to have the Village streets swept on an "as needed basis" and requested Village Clerk Runge to contact the contractor to see if they would be willing to sweep on an "as needed basis".

Golden Oak Court Circles: Chairman Whitmore stated the lighting request from the residents at the second circle on Golden Oak Court still had not been resolved since AmerenUE stated that a light pole could not be installed in the circle. Resident of 54 Crescent Ave. was in attendance and suggested that two directional lights might be able to be installed on the same AmerenUE pole. Discussion ensued. The Board requested that Village Clerk Runge contact AmerenUE to see if this could be done.

Resident Email List: Chairman Whitmore stated at the last Board meeting it was discussed that not all residents are on the Village email listing and not receiving notices that are being sent by the Village Office. Assistant Village Clerk confirmed that 107 residents are receiving emails from the Village and 67 residents were not. Discussion ensued. The Board requested that one more notice be sent out to the residents who are not receiving emails and to put an invitation on the website for those that would like to receive email notifications.

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:** St. Louis County has completed their final inspections and a final walk through is scheduled for Thursday, March 20th at 10:00 am. First request for payment has been received and Village Clerk Runge stated that she was reviewing the paperwork that was submitted.
- **Office Hiring Plan:** Theresa Gonzalez has been hired for the part-time office assistant and will start on March 24th working three days a week. Village Clerk Runge stated that she is still in the process of interviewing for seasonal help.
- **IT Specs:** Bid notices were sent out today, March 19th and the bid opening is set for April 9th at 1:00 pm with a pre-bid meeting on April 2nd at 10:00 am.
- **Street Specs:** Bid notices were sent out today, March 19th and the bid opening is set for April 9th at 10:00 am with a pre-bid meeting on April 2nd at 2:00 pm.

- **Trash RFP:** A draft RFP for trash pickup will be completed this week and Village Clerk Runge stated she will forward the draft to the Board and Attorney Hartzog for review.
- **Park Grant:** The first public hearing for the Park Grant was held on Thursday, March 13th at 6:30 pm and the second public hearing will be held in June, 2014.
- **Land and Water Conservation Fund Grant:** Deadline for the grant is April 28th and the grant requirements are being reviewed by Wes Theissen, BFA and Village Clerk Runge.
- **Intersection Planter Boxes:** Crowder was out to assess the damage that was made during an accident to the second planter at the intersection. Crowder will be submitting a bid for repair. The insurance company was notified and they will be following up for compensation once an estimate is received.
- **90 Crescent:** The homeowner of 90 Crescent was notified regarding the discrepancy between the first submittal of plans and the final plans. Wes Theissen, BFA has spoken to the contractor and updated plans were received this week which are true to the Board of Adjustment's findings.

Attorney's Report: No report was given.

Chairman and Trustee Comments:

- Trustee Fortune stated that he feels that it is very important that the Board continue updating the Action Item List at each meeting.
- Trustee Slama reviewed the bi-weekly meeting with Wes Theissen, BFA concerning the Park Grant, Autumn Leaf Runoff and Turf Enhancement Project.
- Trustee Young stated that she feels the Board is going in different directions and suggested having foundational meetings where the Board could discuss topics on issues that they did not have clarity on such as: job descriptions, review of the code book and an organizational chart. Trustee Young added that the Board needed to set process and procedures on how day to day business was handled. Discussion ensued. Trustee Slama offered to work with Trustee Young and prepare items that need direction as discussed.

FINAL CITIZEN COMMENTS

Resident of 54 Crescent Ave. questioned why there were markings on the roads of Crescent Ave and Crescent Rd. Trustee Slama stated that the Village was getting bids to have the streets resurfaced.

ACTION ITEM LIST

The Members of the Board updated their part of the Action Item List and Chairman Whitmore stated he would update the list and have it for the next Board meeting.

MOVE TO EXECUTIVE SESSION

Trustee Fortune motioned to go into Executive Session at 8:45 p.m. to hold a closed meeting to discuss matters pursuant to Section 610.021 {1, 2, & 3}, seconded by Trustee

Graves. Motion passed 5-0 as follows: Trustees Slama-yea, Whitmore-yea, Young-yea, Fortune-yea, and Graves-yea.

ADJOURNMENT

There being no further business, Trustee Slama motioned to adjourn the regular meeting at 9:58 pm, seconded by Trustee Young and motion passed with the unanimous consent of the Board.

Drafted By: Sharon Ratliff
Sharon Ratliff, CMC/MRCC
Assistant Village Clerk

Date of Approval: April 2, 2014

ATTEST:

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

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