

**MINUTES OF THE WORKSHOP MEETING  
VILLAGE OF TWIN OAKS BOARD OF TRUSTEES  
WEDNESDAY, MARCH 3, 2016**

The Workshop Meeting was called to order at 6:00 p.m. in the Board Room of the Village Office pursuant to public notice and agenda. Roll Call was taken:

Roll Call:     Ray Slama, Chairman – yea           Lisa Eisenhauer – arrived 6:15 p.m.  
                  Russ Fortune – yea                    Jeff Graves – yea  
                  Dennis Whitmore – yea

Also Present: Paul Rost, Village Attorney  
                  Kathy A. Runge, Administrator/Clerk  
                  John Brancaglione – PGAV Planners

**PGAV – RFP**

Mr. Brancaglione reviewed the RFP he had compiled for the Big Bend Road/Route 141 Redevelopment plan. Discussion ensued. The Board anticipated a 60-day review period. Chairman Slama stated he would need to set up meetings with Valley Park School District, the Fire District, and Hutkin as soon as possible.

**ADMINISTRATOR'S REPORT**

- **Creek Restoration:** A basic conceptual review submittal was given to MSD two days ago. Wes is working on the Design-Build RFQ.
- **Mowing Bid Package:** I am recommending Harvey's Services, Inc. They are the second lowest bid (a difference of \$3500) but after discussing with John, he feels this is a better selection as he already knows their work. We have also called their references and received positive reviews. Plus, this bid is more in sync with the contract we accepted last year from the Grounds Guys (who by the way, submitted a bid \$10,000 higher this year).
- **Maintenance Building:** Wes met with John to review potential sites for the building. He has since sent us a very preliminary plan on where they would recommend the building be set. We are still waiting on details, such as utilities and foundation information.
- **Nuisances:** Two weeks ago I said I would be setting up a meeting with the precinct Captain. I found out today from Attorney Rost that any meeting we request with the Captain, the County Counselor must be present. I am sure this has to do with the pending litigation.
- **Landscape Architect:** Ray, John and I met with the new landscape architect, Mary DeWeese (Acorn), yesterday. Her first task will be to revamp the intersection.
- **Road Repairs/Curbs:** Wes is meeting with John tomorrow to identify what repairs are needed. Hopefully, we can get a bid out in early spring. If you know of any potholes, broken curbs, etc., please let me know so we can add them to the list.

- **Laserfische:** We got in contact with Laserfische via the web to ask for any other local representatives. We already have pricing from General Code. We can use this as a base to compare.
- **Autumn Leaf Property Gap:** We have contacted Vollmer-Oats and they will be getting back to us. Ray Frankenberg of BFA has reviewed the surveys and he is now ready to meet with Attorney Rost and Ray Slama to discuss. Bryan Roby from Twin Oaks Presbyterian Church came by with maps from 1987. His maps showed the gap but did not have any notations regarding that area. *Attorney Rost stated that he would be in touch with Ray Frankenberg of BFA. He stated that the Board could proceed under risk or take the time and money to prove this property belonged to the Village. He stated he could compose a closed memo to that effect.*

**CREDIT CARD POLICY**

The Board reviewed the Credit Card Policy submitted by Administrator Runge. It was decided that the actual numbers should be taken out of the code book and the policy would be reviewed annually during the budget process.

**CODE REVIEW**

Trustee Eisenhower stated she had a few changes to review on Title 1 she could have ready for the next meeting.

**ADJOURNMENT**

Trustee Graves motioned to adjourn the Workshop Meeting at 7:05 pm, seconded by Trustee Fortune and motion passed with the unanimous consent of the Board of those present.

Drafted By: *Kathy A. Runge*  
 Kathy A. Runge  
 Administrator/Clerk

Date of Approval: 3-16-16

ATTEST:

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

*Ray Slama*  
 Ray Slama, Chairman  
 Board of Trustees