

**PUBLIC MEETING – TENTATIVE AGENDA**  
**WEDNESDAY, MARCH 4, 2015 – 6:30 PM**  
**VILLAGE OF TWIN OAKS – BOARD OF TRUSTEES’ MEETING**  
**1393 BIG BEND ROAD, SUITE F, TWIN OAKS, MO 63021**  
(Next Bill #471 Ordinance #452 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 February 18, 2015
  - b. Bills Paid List – February 19 to March 4, 2015
6. CITIZEN COMMENTS
7. REPORT OF COMMITTEES/COMMISSIONS/CONTRACTORS
  - a. Police Report – Office Maxwell
8. OLD BUSINESS
  - a. 2015 Firework Bids:
  - b. Volunteer Appointment Application:
9. NEW BUSINESS

None
10. SPECIAL DISCUSSION
  - a. Village Hall Timeline
  - 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  
Village Clerk/Controller

POSTED: March 3, 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 4, 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 – 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 a motion to approve the agenda. Trustee Graves 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:** Chairman Whitmore requested a motion to approve the consent agenda. Trustee Slama motioned to approve the Meeting Minutes of February 18, 2015 and the Bill Payment List as of February 19 to March 4, 2015 as submitted, seconded by Trustee Fortune and motion passed with the unanimous consent of the Board of those present. Trustee Young abstained Meeting Minutes of February 18, 2015.

**PRESENTATION**

Kate Uptergrove with West Newsmagazine presented Village Clerk Runge with a certificate for the Best Civic Servant for exceptional dedication to the residents of Twin Oaks. The Board congratulated Village Clerk Runge for a job well done.

**CITIZEN COMMENTS**

No comments were made.

**REPORT OF COMMITTEES/COMMISSIONS/CONTRACTORS**

**Police Report:** Officer Maxwell provided the February 2015 reports for the Board's review. Chairman Whitmore asked if Officer Maxwell knew what happen to the light pole in front of 1574 Autumn Leaf Dr. Officer Maxwell stated he thought the pole was leaning over due to the cold, so he laid it down and had the Village Office contact AmerenUE.

### OLD BUSINESS

**2015 Firework Bids:** Village Clerk Runge reviewed the most recent bid update reducing cakes for shells. Trustee Fortune stated that he felt that both Extreme Pyrotechnics and J&M Display were excellent companies and both put on different shows each year. Trustee Fortune stated he would like the Board to consider alternating the companies each year. Discussion ensued. Trustee Fortune motioned to go into contract with J&M Display, in 2015 and Extreme Pyrotechnics in 2016, seconded by Trustee Young and motion passed with the unanimous consent of the Board of those present. The Board discussed that in May after the new Board is sworn in, an ordinance should be presented to accept Extreme Pyrotechnics bid for 2016. Assistant Clerk Ratliff had prepared an ordinance to be approved in New Business.

**Volunteer Appointment Application:** The Board reviewed the Volunteer Appointment Application. Discussion ensued. The Board requested that staff make the changes as discussed and present for final approval at the next Board Meeting.

### NEW BUSINESS

**Bill No. 471 – An Ordinance Approving Selection of J&M Displays, Inc. as Display Operator for the 2015 Village Fireworks Display, Authorizing Notice of Intent to Award and Execution of Negotiated Contract.** First reading of Bill No. 471 was read. No discussion ensued. Second reading of Bill No. 471 was read. Trustee Fortune motioned to approve Bill No. 471 as submitted, seconded by Trustee Young and the motion passed 5-0 as follows: Trustees Fortune-yea, Slama-yea, Young-yea, Whitmore-yea and Graves-yea. Chairman Whitmore stated that Bill No. 471 being duly passed on March 4, 2015 now becomes Ordinance No. 452.

### SPECIAL DISCUSSION

**Village Hall Timeline:** Trustee Fortune gave a power point presentation on the Village Hall Timeline. The Board requested Village Clerk Runge have an RFP prepared by April 1, 2015 for an architect to design a conceptual drawing.

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

- **PGAV Meeting:** Spoke with John Brancaglione last Friday. He has spoken with three of his contacts out of a list of 10. Mr. Brancaglione said he hoped to have some definite information to Village Clerk Runge by our March 18th Board Meeting.
- **New Monitor for Board Room:** The 65" monitor is on order for the Board room.
- **Planter Boxes:** This job is still in progress.
- **Creek Restoration:** Met with Wes Theissen, BFA, and his new assistant, James Qualicio, last Friday regarding the creek restoration project. They have completed an initial survey of the north woods area which is part of the \$27,000 study. They discussed the request to look into the Twin Oak's Church retention pond and the inlet that goes into our storm water outlet.

- **Stroller Path:** Received initial specs from Patrick Worzer for the stroller path in the park. These are currently being reviewed.
- **Living Fence (behind the playground):** The Park Committee has approved Patrick Worzer to put together some specs for a living fence.
- **Microsoft Project:** We purchased new software to assist staff with upcoming projects – specifically the new Village Hall.
- **MOCCFOA Spring Institute:** Assistant Clerk Ratliff and Village Clerk Runge will be attending the Missouri Clerk's spring institute in Columbia next week. Assistant Clerk Ratliff has been certified as a Continuing Missouri Registered City Clerk and will be recognized at the conference. Assistant Gonzales will be covering Monday and Tuesday. Village Clerk Runge will be back on Wednesday and Assistant Clerk Ratliff on Thursday.

**Attorney's Report:** No report was given.

**Chairman and Trustee Comments:**

Trustee Fortune stated he felt after the misrepresentation that was stated in the St. Louis Post-Dispatch dated February 20, 2015 regarding the Village Hall, the Board needed to put out a statement clarifying to the Village residents the Board's position on the Village Hall. Kate Uptergrove with West Magazine stated she would be willing to clarify the situation in the West Magazine and the Board accepted her proposal. Trustee Fortune stated he would assist Village Clerk Runge with the letter to the residents.

**FINAL CITIZEN COMMENTS**

No final citizen comments.

**ACTION ITEM LIST**

Trustee Fortune stated that the IT Conversion and Set Up and Trails Grant were completed.

**ADJOURNMENT**

There being no further business, Trustee Fortune motioned to adjourn the regular meeting at 7:32 pm, seconded by Trustee Graves. 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: March 18, 2015

ATTEST:

Kathy A. Runge  
Kathy A. Runge  
Village Clerk

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