

**PUBLIC MEETING – TENTATIVE AGENDA  
WEDNESDAY, MARCH 05, 2014 – 6:30 PM  
VILLAGE OF TWIN OAKS – BOARD OF TRUSTEES’ MEETING  
1393 BIG BEND ROAD, SUITE F, TWIN OAKS, MO 63021  
(Next Bill #441 Ordinance #421 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 February 19, 2014
  - b. Bills for Approval as of March 5, 2014
6. CITIZEN COMMENTS
7. REPORT OF COMMITTEE/COMMISSIONS/CONTRACTORS
  - a. Police Report
8. OLD BUSINESS
  - a. Autumn Leaf Runoff
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. 440 – An Ordinance Adopting and Enacting a New Code of Ordinances of the Village of Twin Oaks; Establishing the Same; Providing for the Repeal of Certain Ordinances Not Included Therein, Except as Herein Expressly Provided; Providing for the Manner of Amending Such Code of Ordinances; Providing Penalty for the Violation Thereof; and Providing When This Ordinance Shall Become Effective:
10. SPECIAL DISCUSSION
  - a. Village Clerk Report
  - b. Village Attorney’s Report
  - c. 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: February 28, 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 05, 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 – absent  
              Jeff Graves – yea    Ray Slama – yea  
              Mary Young – *arrived 6:34 pm*

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 Technology Specifications and Landscape Enhancement Project agenda items be added under Special Discussion. Chairman Whitmore then requested a motion to approve the agenda. Trustee Slama motioned to approve the agenda as amended, seconded by Trustee Graves 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 19, 2014 and Bills for Approval as of March 5, 2014, seconded by Trustee Graves and motion passed with the unanimous consent of the Board of those present.

**CITIZEN COMMENTS**

No citizen comments were made.

**REPORT OF COMMITTEES/COMMISSIONS/CONTRACTORS**

**Police Report:** Office Maxwell provided the Board with the February, 2014 reports. Chairman Whitmore stated that he noticed crime was up. Officer Maxwell stated it was mainly drug issues that Walgreens and Schnucks were experiencing. No discussion ensued.

*Trustee Young arrived at 6:34 pm*

**OLD BUSINESS**

**Autumn Leaf Runoff:** The Board discussed the Autumn Leaf Runoff Project and determined that the Village would be utilizing a BFA to coordinate and oversee a Design

Build with the project contractor. The Board requested that Village Clerk Runge discuss this project with BFA to come up with a proposed schedule.

### 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:** First reading of Bill No. 439 was given. Attorney Hartzog stated that he is waiting to hear back from Extreme Pyrotechnics on the red-line copy of the agreement that he presented to Extreme and recommended that the Board table Bill No. 439. Trustee Slama motioned to table Bill No. 439 until the March 19<sup>th</sup> meeting, seconded by Trustee Graves and motion passed with the unanimous consent of the Board of those present.

**Bill No. 440 – An Ordinance Adopting and Enacting a New Code of Ordinances of the Village of Twin Oaks; Establishing the Same; Providing for the Repeal of Certain Ordinances Not Included Therein, Except as Herein Expressly Provided; Providing for the Manner of Amending Such Code of Ordinances; Providing Penalty for the Violation Thereof; and Providing When This Ordinance Shall Become Effective:** First reading of Bill No. 440 was read. Trustee Whitmore motioned to correct the spelling errors in the title and the first sentence of the ordinance, seconded by Trustee Graves and motion passed with the unanimous consent of the Board of those present. Discussion ensued. Second reading of Bill No. 440 was read. Trustee Graves motioned to approve Bill No. 440 as amended, seconded by Trustee Slama and motion passed 4-0 as follows: Trustees Slama-yea, Whitmore-yea, Young-yea, Fortune-absent and Graves-yea. Chairman Whitmore stated that Bill No. 440 being duly passed on March 5, 2014 now becomes Ordinance No. 421.

### SPECIAL DISCUSSION

**Technology Specifications:** The Board discussed the Technology Specifications that was presented. The Board instructed for staff to put the specifications out to bid subject to Attorney Hartzog's final review.

**Landscape and Enhancement Project:** Chairman Whitmore stated that he and Maintenance Supervisor Buehler met with Wes Theissen and Scott Woodbury regarding the Landscaping and Enhancement Project and were given three names of contractors that were capable of working with the Village on this project. The Board requested that Village Clerk Runge meet with BFA regarding BFA's proposal and then send out for bid.

**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:** The Comfort Station is almost completed. JE Novack has agreed to pay \$1,475.00 to repair the irrigation that was damaged during construction.
- **Payroll:** First payroll was run with Paylocity on 2-28-14.
- **Personal Spending Account:** An ordinance will be prepared for the next Board meeting to approve the Personal Spending Account for the employees.

- **Office Hiring Plan:** Interviews are being conducted for the part-time Office Assistant position and a decision should be made the week of March 17<sup>th</sup>. An ad was put in for a Temporary Maintenance Worker and only one application was received to date.
- **DESCO Property:** Trustee Slama and Village Clerk Runge will be meeting with Will Kline and a representative from the TOM property on March 11<sup>th</sup> at 9:30 am.
- **Park Grant:** The first Public Meeting is set for March 13<sup>th</sup> at 6:30 pm, the same night as the Park Committee's regularly scheduled meeting.
- **Turf Enhancement:** Chairman Whitmore and Maintenance Supervisor Buehler met with Wes Theissen and Scott Woodbury at Shaw Nature Reserve to look at samples of grasses. They also received mowing specifications to assist in writing the bid specifications for the upcoming mowing bids.
- **Land and Water Conservation Fund Grant:** Information was received and will be reviewed in the next couple of weeks. It is due on April 28<sup>th</sup>. This grant may supersede or replace the RTP Grant.
- **Intersection Planter Boxes:** A second box at the intersection was hit a few weeks ago and a report was submitted through the insurance company for reimbursement. Village Clerk Runge stated she will contact Crowder Construction to resubmit their bid for repairing both planter boxes vs. only one planter.
- **Mulch Bid:** Mulch bids were sent out and only one bid was received to date.
- **Code Enforcement:** Officer Maxwell and Village Clerk Runge will be making a spring evaluation of the Village code issues throughout the neighborhood.
- **Court:** Village Clerk Runge stated that she has not forgotten Court but she feels that it should be postponed until the Code Workshops are completed so the Village can make sure there are no holes in the code before it goes before a judge.
- **Schnucks:** Schnucks is holding their 75<sup>th</sup> Anniversary on Saturday, March 8<sup>th</sup>.
- **MOCCFOA Spring Institute:** Assistant Village Clerk Ratliff will be attending the Clerks Spring Institute the week of March 10<sup>th</sup>.
- **MO Community Forestry Council:** Maintenance Supervisor Buehler will be attending the MO Community Forestry Council March 10<sup>th</sup> through 12<sup>th</sup>.

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

**Chairman and Trustee Comments:** Trustee Young questioned who has the authority with regard to the Park Committee. Discussion ensued. It was decided by the Board to discuss this issue in further detail in a future meeting.

Additional comments were made regarding the website, having residents contact the Village through the website and a future review of the Staff and Commission's separation of duties.

### **FINAL CITIZEN COMMENTS**

No final citizen comments were made.

**ACTION ITEM LIST**

Chairman Whitmore stated that he would update the action item list and forward to the Board.

**MOVE TO EXECUTIVE SESSION**

Trustee Graves motioned to go into Executive Session at 8:20 p.m. to hold a closed meeting to discuss matters pursuant to Section 610.021 {1, 2, & 3}, seconded by Trustee Young. Motion passed 4-0 as follows: Trustees Slama-yea, Whitmore-yea, Young-yea, Fortune-absent, and Graves-yea.

**ADJOURNMENT**

There being no further business, Trustee Graves motioned to adjourn the regular meeting at 8:23 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: March 19, 2014

ATTEST:

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

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