

**PUBLIC MEETING – TENTATIVE AGENDA**  
**WEDNESDAY, MAY 20, 2015 – 6:30 PM**  
**VILLAGE OF TWIN OAKS – BOARD OF TRUSTEES’ MEETING**  
**1393 BIG BEND ROAD, SUITE F, TWIN OAKS, MO 63021**  
(Next Bill #479 Ordinance #458 Resolution #104)

1. REGULAR MEETING CALLED TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. APPROVAL OF CONSENT AGENDA
  - a. Special Meeting Minutes of May 11, 2015
  - b. Bills Paid List May 7 to May 20, 2015
6. CITIZEN COMMENTS
7. APPOINTMENTS TO COMMITTEES & COMMISSIONS
8. REPORT OF COMMITTEES/COMMISSIONS/CONTRACTORS
  - a. Police Report – Officer Maxwell
  - b. Financial Report – Jeff Blume, Financial Advisor
9. OLD BUSINESS
  - a. Crowder Construction Addendum
10. NEW BUSINESS
  - a. Bill No. 477 – An Ordinance Approving the Employment of John M. Hessel of Lewis Rice LLC to Serve as Village Attorney on an Interim Basis:
  - b. Bill No. 478 – An Ordinance Approving Selection of Extreme Pyrotechnics, LLC as Display Operator for the 2016 Village Fireworks Display, Authorizing Notice of Intent to Award and Execution of Negotiated Contract:
11. SPECIAL DISCUSSION
  - a. Information Process
  - b. Radar Speed Limit Signs
  - c. Maintenance Building
  - d. Gator Purchase
  - e. Memorial Tree for Attorney Bob Hartzog
  - f. Village Hall Timeline
  - g. Village Clerk Report
  - h. Chairman and Trustee Comments
12. FINAL CITIZEN COMMENTS

13. ACTION ITEM LIST

14. EXECUTIVE SESSION

(Pursuant to RSMO Section 610.021 {1, 2 and/or 3})

15. ADJOURNMENT



Kathy A. Runge  
Village Clerk/Controller

POSTED: May 19, 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.



replace Lisa Eisenhower's position which expires May 2016, seconded by Trustee Eisenhower and motion passed with the unanimous consent of the Board of those present.

Chairman Slama also stated that he felt that a 5 year term was too long for the Board of Adjustment members to serve. Trustee Eisenhower stated she would look into whether or not the time limit is a State Statue.

#### **REPORT OF COMMITTEES/COMMISSIONS/CONTRACTORS**

**Police Report:** Officer Maxwell provided the April 2015 reports for the Board's review. Trustee Whitmore stated that the April 2015 report was identical to the March 2015 report. Officer Maxwell stated that was an error on his part and would forward the correct report to the Board.

**Financial Statements:** Jeff Blume, Financial Advisor, reviewed the Financial Statements for the month of April, 2015. No comments were made from the Board and the Financial Statements were accepted as submitted. Mr. Blume advised that Mike Williams with Hochschild and Bloom and Company will be presenting the 2014 Audit at the June 3, 2015 Board Meeting.

#### **OLD BUSINESS**

**Crowder Construction Addendum:** Village Clerk Runge stated that it had come to the attention of staff that there had not been a time period included in the snow contract with Crowder Construction. Greg Crowder agreed to the addendum that was suggested by Attorney Robert Hartzog. Trustee Whitmore reminded the Board that it was discussed and suggested that the snow plowing contract be seasonal. The Board requested Village Clerk Runge to contact Crowder Construction to extend the addendum to April 30, 2016 and then continue a seasonal contract going forward.

#### **NEW BUSINESS**

**Bill No. 477 – An Ordinance Approving the Employment of John M. Hessel of Lewis Rice, LLC to Serve as Village Attorney on an Interim Basis:** First reading of Bill No. 477 was read. No comments were made. Second reading of Bill No. 477 was read. Trustee Whitmore motioned to approve Bill No. 477 as submitted, seconded by Trustee Graves and the motion passed 5-0 as follows: Trustees Fortune-yea, Slama-yea, Eisenhower-yea, Whitmore-yea and Graves-yea. Chairman Slama stated that Bill No. 477 being duly passed on May 20, 2015 now becomes Ordinance No. 458.

**Bill No. 478 – An Ordinance Approving Selection of Extreme Pyrotechnics, LLC as Display Operator for the 2016 Village Fireworks Display, Authorizing Notice of Intent to Award and Execution of Negotiated Contract:** First reading of Bill No. 478 was read. Chairman Slama stated that the previous Board had agreed to accept Extreme Pyrotechnics' 2015 bid for the 2016 Firework Display. Trustee Fortune stated he felt the Board should postpone Bill No. 478 until after this year's display. Discussion ensued.

Trustee Fortune motioned to table Bill No. 478, seconded by Trustee Graves and motion passed with the unanimous consent of the Board of those present.

### **SPECIAL DISCUSSION**

**Section 220.020 of the Village Code – Park Regulations:** Trustee Fortune motioned to extend the temporary suspension of the enforcement of Section 220.020 M. until July 1, 2015 to allow the Board of Trustees time to study and evaluate options, seconded by Trustee Eisenhower and motion passed with the unanimous consent of the Board of those present.

**Information Process:** Chairman Slama stated that he would like the Board to go completely electronic with the Board packets. Discussion ensued. It was the consensus of the Board to go completely electronic and agreed to bring in IT support for those Trustees that would need help in making this transition.

**Radar Speed Limit Signs:** The Board discussed the information that was provided by Village Clerk Runge on the radar speed limit signs. Discussion ensued. The Board requested that Village Clerk Runge prepare bid documents to send to other companies for further pricing. The Board also requested that Officer Maxwell forward the radar gun information to Village Clerk Runge to make sure that the radar speed limit signs would be compatible with the radar gun.

**Maintenance Building:** The Board discussed the pricing for the maintenance building. Trustee Fortune stated that he feels this project has grown and has become uncomfortable with the pricing. Discussion ensued. The Board requested that Village Staff pursue additional information for the less expensive building from Menards.

**Utility Vehicle:** The Board discussed the purchase of a utility vehicle for the park and requested Village Clerk Runge to prepare a spreadsheet for the Park Committee to review at their next meeting.

**Memorial Tree for Attorney Robert Hartzog:** Chairman Slama stated he would like the Board to think about putting together a Memorial for Attorney Hartzog. Trustee Graves suggested that a pair of oak trees could be planted and dedicated to him. Trustee Fortune stated, once a Village Hall is built, that the chambers could be named after Attorney Hartzog. Discussion ensued. The Board agreed the Park Committee could also discuss and make their recommendation to the Board.

**Village Hall Timeline Update:** Village Clerk Runge stated that the RFQ went out for the Architectural Design/Consulting Services and will be received on Friday, June 12<sup>th</sup> at 1:00 pm to open the bids.

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

- **Sewer Lateral repair at the Comfort Station:** This work has been completed
- **Creek Restoration:** James with BFA spoke to MSD about the project and they are ok with restricting the outflow on the detention basin as long as we can provide storm calculations that show it would be meeting the current requirements and that no upstream properties would be impacted by it. James suggests that we speak to the church to make sure that they are on board with what is being proposed. I think once we have a mutual agreement between the Village, and church, the next step would be for BFA to prepare a proposal for doing the calculations and design to submit to MSD for permitting.
- **Bell Property:** We acquired the keys from Mrs. Bell's daughter. The locks have been changed as we do not know how many people have had access to the building.
- **Ann Detention Pond Study:** In process.
- **Stroller Path/Living Fence:** Meeting with Patrick to review both the Stroller Path and the Living Fence on Thursday, May 21<sup>st</sup>.
- **Autumn Leaf Storm water repair (Boling):** This was completed on Monday, May 4<sup>th</sup>. There is still an issue with the sod not being to grade with the drain. We is to look into this.
- **RFP for Village Hall Architect:** Sent out the RFQ on Tuesday, May 18<sup>th</sup>. The quotes are due Friday, June 12<sup>th</sup>.
- **Curb Repairs:** Specs are completed.
- **Fireworks:** Contract to J & M is finalized. We are working with Desco/Hutkin for permission to have the "Taste of Twin Oaks" and also sending out letters of inquiry to our business owners if they want to participate. The Board discussed cancelling "Taste of Twin Oaks" due to the lack of time and only hearing from three businesses. Trustee Fortune motioned to cancel the "Taste of Twin Oaks" this year.
- **Intersection/Park Plantings:** The trees and flowers have been planted at Big Bend and Hwy 141, the Rose Garden, and the women's side of the Comfort Station. Also authorized treatment of the bald cypress trees for scale.
- **Trim Grant:** Our Trim Grant was submitted and looks good for reimbursement this year for \$9363. We are going to apply for the 2015 Trim Grant and see if we can get funds for training on our Asset Manager program for John and Staff.
- **Utility Vehicle:** John has gotten prices on different models for review.
- **New Phones:** Working with Brain Mill to replace the antiquated phone system in the office.
- **Woodland Oaks:** Approved BFA to prepare specs to repair portions of Woodland Oaks.
- **Attorney Search:** The selection of an attorney does not require an RFQ – though one could be sent out if we chose to do so. I believe a less formal approach would work better for our needs. It was suggested to me that we find at least five attorneys and set up interviews with what we believe to be the top three. If we are not satisfied, we can continue with the next two, etc. etc. Attorney Hessel will be our interim counsel so I feel there is no need to "rush" this process.

- **Radar Signs:** On the agenda for discussion.
- **Maintenance Building:** On the agenda for discussion.

**Chairman and Trustee Comments:**

**Shuttle Bus:** Chairman Slama stated that during a meeting with Mark Hawkins, Twin Oaks Presbyterian Church, they discussed having shuttles on July 3<sup>rd</sup> due to the church having their field blocked off during the event. Discussion ensued. After careful consideration, the Board agreed unanimously that it was too much for the Village to control and requested that Village Clerk Runge notify the church of the Board's decision.

**FINAL CITIZEN COMMENTS**

Resident of 1442 Autumn Leaf Dr. was in attendance and asked the Board how they came to the decision of fixing two property owner's driveways due to water runoff. The resident felt that the Board was "picking and choosing" whose property needed to be addressed and that she came to the Board in previous years to ask if the Board could help with their water runoff issues. Chairman Slama stated that he would be happy to meet with her, Village Clerk Runge and the engineers regarding her issue. The resident stated she wanted to speak about the issue publically. Discussion ensued. The Board agreed that a Special Meeting would be held in July for all the residents that have concerns on Autumn Leaf Dr. and the engineers would also be there to answer questions. It was also discussed that a Public Meeting should be held at a later date for all the residents in the Village that have water runoff concerns.

Resident of 1318 Boly Lane stated he found that this meeting was very informative and interesting and requested that the audience receive copies of the financial and police reports each meeting to follow along with the Board.

**ACTION ITEM LIST**

No comments were made.

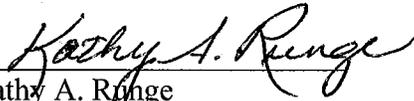
**ADJOURNMENT**

There being no further business, Trustee Fortune motioned to adjourn the regular meeting at 8:49 p.m., seconded by Trustee Eisenhauer and the 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: June 3, 2015

ATTEST:

  
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Kathy A. Runge  
Village Clerk

  
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Ray Slama, Chairman  
Board of Trustees