

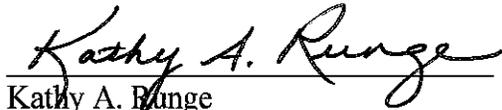
**PUBLIC MEETING – TENTATIVE AGENDA
WEDNESDAY, OCTOBER 01, 2014 – 6:30 PM
VILLAGE OF TWIN OAKS – BOARD OF TRUSTEES’ MEETING
1393 BIG BEND ROAD, SUITE F, TWIN OAKS, MO 63021
(Next Bill #461 Ordinance #442 Resolution #100)**

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 September 17, 2014
 - b. Bills Paid List – September 18 through October 01, 2014
6. CITIZEN COMMENTS
7. REPORT OF COMMITTEES/COMMISSIONS/CONTRACTORS
 - a. Police Report – Officer Mike Maxwell
8. OLD BUSINESS
 - a. Outside Propane Tanks
 - b. Traffic Engineering Study
9. NEW BUSINESS
 - a. Bill No. 460 – An Ordinance Amending Ordinance No. 439 by Correcting a Mathematical Error in Computation of the Real Estate Tax Levy for Commercial Real Estate Within the Corporate Limits of the Village of Twin Oaks for Calendar Year 2014 and Lowering Said Levy Accordingly:
 - b. Resolution No. 99 – A Resolution Authorizing Sharon Ratliff, Assistant Clerk to Act as Village Clerk in the Absence of Clerk/Controller, Kathy A. Runge:
10. SPECIAL DISCUSSION
 - a. Annual Calendar
 - 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: September 30, 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, OCTOBER 01, 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 – absent

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 Advisory Sub-Committee be added to Report of Committees/Commissions/Contractors; item 7b and add Storage Unit Clean Up to Special Discussion. Trustee Slama motioned to approve the agenda as amended, seconded by Trustee Graves and motion passed with the consent of the Board of those present.

APPROVAL OF THE CONSENT AGENDA

Consent Agenda: Chairman Whitmore requested a motion to approve the agenda. Trustee Graves motioned to approve the Meeting Minutes of September 17, 2014 and Bills Paid List – September 18 through October 1, 2014, seconded by Trustee Slama and motion passed with the consent of the Board of those present.

CITIZEN COMMENTS

Randy DuVall of 98 Crescent Avenue asked if there was any word from the contractor or BFA regarding why they have not returned to fix his driveway and the street where, in his opinion, the Nova Chip was not compacted properly. Ray Frankenberg, with BFA, was in attendance and provided Mr. DuVall with pictures and a report that was forwarded to the Village Office. Mr. Frankenberg stated that they had reviewed the new pavement surface in this area along with photos taken prior to the driveway construction, prior to milling, after milling and after the new surface was laid and advised Mr. DuVall that this area was properly installed. Mr. DuVall still questioned BFA's analysis of the area. The Board requested that Mr. Frankenberg and Mr. DuVall meet at the site to further discuss this area.

Mr. DuVall asked if there was a report from St. Louis County Police regarding the speeding at Crescent Ave and Crescent Rd. Sgt. Warner, who was in attendance, stated

that due to the precinct being under staff at this time, he was unable to implement the plan for monitoring the traffic issues but hoped to complete in the near future.

Mr. DuVall asked the Board if the Village could restrict through traffic on Crescent Road. The Board discussed various options on how this could be enforced. Mr. Frankenberg offered to contact Horner & Shifrin to discuss the intersection at Crescent Rd and Crescent Ave to review options to control the traffic in this area. Mr. Frankenberg then stated he would make a recommendation to the Board. The Trustee's unanimously agreed for Mr. Frankenberg to move forward.

REPORT OF COMMITTEES/COMMISSIONS/CONTRACTORS

Police Report: Officer Maxwell provided the September 2014 reports for the Board's review. No discussion ensued.

Advisory Sub-Committee: Trustee Fortune stated now that the Advisory Sub-Committee has been formed, the Board should not add any additional members due to issues having a quorum. Village Clerk Runge stated that a resident had already been advised they could sit on the Sub-Committee. Trustee Slama stated that this was an error and he would inform the resident that there was a cutoff date and the Board had already finalized the Sub-Committee Members. The Board discussed that an outline should be provided for the Sub-Committee on what the Board of Trustees are asking of them, such as possible designs of a Village Hall and financing. Chairman Whitmore requested that the Board Members write down ideas for the outline and bring them to the Budget Meeting the next day and he will prepare the outline.

OLD BUSINESS

Outside Propane Tanks: Village Clerk Runge stated that she has not heard back from Robert Wiegert, Associate General Counsel, representing Schnucks, regarding the request to sell propane tanks outside Schnucks. The Board requested that this item be taken off the agenda pending the receipt of a submittal.

Traffic Engineering Study: The Board reviewed the report that was received from Horner & Shifrin, Inc. with their suggestions for signage and stripping for each street throughout the Village. Discussion ensued. Village Clerk Runge stated she would compare notes with Ray Frankenberg, BFA and prepare a finalized spreadsheet of what the Board Members would like to move forward with that was suggested in the Traffic Engineering Study.

NEW BUSINESS

Bill No. 460 – An Ordinance Amending Ordinance No. 439 by Correcting a Mathematical Error in Computation of the Real Estate Tax Levy for Commercial Real Estate Within the Corporate Limits of the Village of Twin Oaks For Calendar Year 2014 and Lowering Said Levy Accordingly: First reading of Bill No. 460 was read. Village Clerk Runge stated that Financial Advisor, Jeff Blume noticed an error in the

prior calculations that were submitted at the last meeting. Discussion ensued. Second reading of Bill No. 460 was read. Trustee Slama motioned to approve Bill No. 460 as submitted, seconded by Trustee Fortune and the motion passed 4-0 as follows: Trustees Fortune-yea, Graves-yea, Slama-yea, Young-absent and Whitmore-yea. Chairman Whitmore stated that Bill No. 460 being duly passed on October 01, 2014 now becomes Ordinance No. 442.

Resolution No. 99 – A Resolution Authorizing Sharon Ratliff, Assistant Clerk to Act as Village Clerk in the Absence of Clerk/Controller, Kathy A. Runge (October 3, 2014 through October 13, 2014): Title of Resolution No. 99 was read once. Attorney Hartzog stated Village Clerk Runge would be on vacation and in her absence that he may need Assistant Clerk Ratliff's signature to close on the TOM Property. Trustee Slama stated that he felt the dates that Village Clerk Runge would be absent should be added to the Resolution. Amended Resolution No. 99 was read by title a second time. Trustee Graves motioned to approve Resolution No. 99 as amended, seconded by Trustee Slama and motion passed 4-0 as follows: Trustees: Young-absent, Fortune-yea, Whitmore-yea, Graves-yea and Slama-yea.

SPECIAL DISCUSSION

Annual Calendar: The Board discussed the annual Calendar and requested Village Staff put an email out to the residents asking for their submittals of park pictures by October 15, 2014.

Storage Unit Cleanup: Trustee Fortune stated that John Williams, Village Maintenance is in the process of consolidating items in the three public storage units and has asked for confirmation as to what can be donated or thrown out. Discussion ensued. Trustees Fortune and Slama stated they could assist Thursday morning, October 2nd and Trustees Graves and Whitmore stated they would be available on Friday morning, October 3rd.

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

- **Road Repairs:** The punch list is complete. The only thing left to do is striping and this will be determined once the traffic study is reviewed.
- **Village Hall Feasibility Study:** Have received an estimate from Art Bond regarding the soil remediation which is attached to this report.
- **Turf Enhancements:** Still waiting for a decision from the Park Committee as to what type of plant they would like at the park dam. Village Clerk Runge stated we have a very short window for planting. Also we can deduct the remaining plantings from the final bill.
- **Planter Boxes:** Still need to speak with Bacchus Construction regarding the rock he wants to bring in for the intersection. Village Clerk Runge stated she has contacted MODOT regarding permits if needed.

- **Comfort Station Reimbursement:** Putting the finishing touches on the reimbursement package and the goal is to have this to the Municipal Parks Grant Commission by tomorrow.
- **Municipal Park Grant Round 15:** Village Clerk Runge stated that the Park Grant is due October 31st and since she has never done a grant with so much detail required, she would like the Board to give her the liberty to have BFA and/or Patrick Worzer of Landesign (who put together our park grant package) assist her if needed. The Board unanimously agreed that Village Clerk Runge could request for assistance.
- **Staff Vacations:** Village Clerk Runge stated she will be on vacation from October 3rd through the 13th. Assistant Clerk Ratliff will be leaving October 13th through the 17th.

Attorney's Report: Attorney Hartzog stated that Assistant Clerk Ratliff advised him that 2 of the 3 Right of Entry Agreements have been received for the Autumn Leaf Run-Off project. He also stated that he worked with Assistant Clerk Ratliff on completing the contracts and agreements for the bids that were approved at the last Board Meeting.

Chairman and Trustee Comments:

IT Bids: Village Clerk Runge stated that three bids were received for the Technology Support Program and copies of the bids were sent to Trustees Fortune and Young. Trustee Fortune stated he was still reviewing the bids and would meet with Trustee Young before the next Board Meeting and make their recommendation.

General Code: Trustee Slama requested that Village Staff provide the members of the Board with ID's for General E-Code so that they can log in and make notes while reviewing the Village codes.

FINAL CITIZEN COMMENTS

No final citizen comments were made.

ACTION ITEM LIST

Action Item was presented. No discussion ensued.

MOVE TO EXECUTIVE SESSION

Trustee Graves motioned to go into Executive Session at 9:13 p.m. to hold a closed meeting to discuss matters pursuant to Section 610.021 {1, 2, & 3}, seconded by Trustee Fortune. Motion passed 4-0 as follows: Trustees Whitmore-yea, Slama-yea, Graves-yea, Young-absent, and Fortune-yea.

BACK TO REGULAR SESSION

The Board discussed moving forward with a RFP for the firework process soon and that the businesses needed to be contacted to see how they feel about outside vending the night of the fireworks.

ADJOURNMENT

There being no further business, Trustee Graves motioned to adjourn the regular meeting at 9:50 pm, seconded by Trustee Fortune and 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: 10-15-14

ATTEST:

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

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