

**AN OMNIBUS ORDINANCE AMENDING VARIOUS SECTIONS OF TITLE I.
GOVERNMENT CODE, OF THE MUNICIPAL CODE OF THE
VILLAGE OF TWIN OAKS, MISSOURI.**

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF TWIN OAKS, MISSOURI, AS FOLLOWS:

Strikeout is deleted text, underline is added text.

SECTION 1. Section 100.030, Contents of Code, shall be amended as follows:

This Code contains all ordinances of a general and permanent nature of the Village of Twin Oaks, Missouri, and includes ordinances dealing with municipal administration, municipal elections, building and property regulation, land use, business and occupations, health and sanitation, public order, and similar subjects.

SECTION 2. Section 110.040, Meetings of the Board of Trustees – Regular, Work Session and Special, Subsection (C) thereof, shall be amended as follows:

C. Special meetings of the Board of Trustees of the Village of Twin Oaks may be called by any two (2) members of the Board by requesting such special meeting with the Village Administrator/Clerk ~~Clerk/Controller~~, who shall thereupon prepare a notice of such special meeting. Special meetings may also be called by the Chairperson of the Board in the same manner. The notice of such special meeting shall state the date and hour of the meeting and the purpose for which the meeting is called, and no business shall be transacted thereat, except such as is stated in the notice. Said notice of the time and object of the special meeting shall be given to each member of the Board by the Village Administrator/Clerk ~~Clerk/Controller~~ causing such notice to be delivered to the members official Village provided e-mail address at least ~~at the usual place of abode of said members~~ twenty-four (24) hours before stated special meeting. Such notice shall also be posted within the Village Hall in a manner visible to the general public and shall be made available to any representative of the news media who requests notice of meetings of the Board of Trustees at least twenty-four (24) hours before said special meeting. By unanimous consent, a special meeting may be held at any time; provided, however, that when twenty-four-hour notice cannot be given or when the time or place is not convenient or accessible to the public, the nature of the good cause justifying that departure from the normal requirements shall be stated in the minutes.

SECTION 3. Section 110.080, Trustees — Semi-Annual Reports, shall be amended as follows:

The ~~Chairperson of the Board of Trustees~~ Administrator/Clerk shall, semi-annually, make out a correct statement of all monies received and expended on account of the Village during the six (6) months next preceding; and shall cause such statement, within ten (10) days thereafter, to be published, either in some newspaper ~~printed~~ circulated in the Village, or by causing copies of such statement to be put up in six (6) of the most public places in the Village.

SECTION 4. Section 125.030, Committee Structure and Meetings, Subsection (C) thereof, shall be amended as follows:

C. At the ~~May~~ June meeting each year, the Committee shall select from among its citizen members a Chairperson, Vice Chairperson and Secretary. The Chairperson shall be responsible for conducting all meetings of the Park Committee and the appointment of any needed subcommittees and shall serve as a liaison to the Board of Trustees. In the absence of the Chairperson, the Vice Chairperson shall assume the duties of the Chairperson. The Secretary shall be responsible for recording minutes of all meetings in either written or taped form. All officers of the Committee shall serve for a term of one year unless such office is otherwise vacated through resignation or other removal.

SECTION 5. Section 125.040, Responsibilities – Discretions, shall be amended as follows:

A. The day-to-day oversight and park maintenance shall be the responsibility of the Administrator/Clerk who will present to the Board of Trustees plans for the routine maintenance of the park.

B. The Park Committee shall be charged with the following responsibilities and shall have such further responsibilities and discretions as the Board of Trustees may, from time to time, grant to the Board Committee:

~~1. The Committee shall develop and present to the Village Clerk/Controller recommendations for the routine maintenance of the park for consideration by the Board of Trustees. (Day to day oversight and park maintenance shall be the responsibility of the Village Clerk/Controller who will present to the Board of Trustees plans for the routine maintenance of the park).~~

1. The Committee shall provide input to the Administrator/Clerk to aide in development and presentation to the Board of Trustees a proposed annual budget for operation of and improvements to the park for consideration by the Board of Trustees.
2. The Committee shall have a spending cap of five hundred dollars (\$500.00) per expenditure. Higher amounts are to be preapproved by the Village Clerk/Controller.
3. The Committee shall plan and make recommendations to the Board of Trustees for future development of the park.
4. The Committee shall develop, review and refine park rules and procedures, subject to approval of the Board of Trustees.
5. The Committee shall develop and implement, with assistance of Village staff, recreational and leisure-oriented activities within the park and coordinate with other organizations or informal committees within the Village of Twin Oaks which also develop and promote similar activities.
6. The Park Committee Chairman or designee shall present at the second monthly meeting of ~~that month~~ the Board of Trustees the agenda items from its last meeting.

SECTION 6. Section 125.050, Budgeting and Expenditures, shall be amended as follows:

A. At ~~or before~~ the regularly scheduled ~~November~~ October meeting, the Park Committee shall make recommendations regarding community events and capital expenditures to the Administrator/Clerk to aide in his/her approve a proposed budget for submission to the Twin Oaks Board of Trustees for its consideration in fashioning of the Village-wide budget for the following fiscal year. ~~The proposed budget shall include all projected and recommended costs~~

~~associated with maintaining and operating the park, as well as any capital costs or improvements forecast for the subsequent fiscal year.~~

~~B. — The Park Committee may recommend events and expenditures related to the park which have been approved by the Board of Trustees in the annual budget. Any recommended expenditure shall be referred to the Village Administrator/Clerk for appropriate action.~~

SECTION 7. Section 125.060, Expiration of Initial Term, shall be repealed in its entirety. Said Section number may be left reserved for the Village's future use.

~~The expiration date for the citizen members selected to serve for the initial term of one (1) year shall be May of 1997.~~

SECTION 8. Section 131.020, Purchasing Agent, Subsection (A)(3) thereof, shall be amended as follows:

3. Sell or dispose of all obsolete or unusable personal property of the Village under five thousand dollars (\$5,000.00) depreciated value. A list shall be presented to the Board of Trustees of all obsolete or unusable personal property of the Village whose original value was greater than two hundred fifty dollars (\$250.00);

SECTION 9. Section 131.030, Purchases Less than Five Thousand Dollars, shall be amended as follows:

Purchases of less than five thousand dollars (\$5,000.00) may be authorized by the Village Administrator/Clerk, and the Board of Trustees shall be notified of each purchase in excess of two hundred fifty dollars (\$250.00). Purchasing should follow best practices in ensuring competitive pricing.

SECTION 10. Section 131.040, Purchases From Five Thousand Dollars to Ten Thousand Dollars, Subsection (A) thereof, shall be amended as follows:

A. For purchases from five thousand dollars (\$5,000.00) to ten thousand dollars (\$10,000.00), the Village Administrator/Clerk, or his or her designee, shall solicit at least three (3) non-sealed bids quotes for the item or items which may be solicited and returned either on-line and/or by hard copy.

SECTION 11. Section 131.050, Purchases Greater Than Ten Thousand Dollars, Subsection (A) thereof, shall be amended as follows:

A. Whenever any contemplated purchase or contract for services is reasonably anticipated to cost more than ten thousand dollars (\$10,000.00), the Village Administrator/Clerk shall cause to be published in one (1) issue of two (2) newspapers of general circulation in the St. Louis metropolitan area on the Village website and in an issue of the St. Louis Edition of The Countian, a notice inviting sealed bids; said notice shall be published at least ten (10) days prior to the date set for receipt for bids. The notice herein required shall include a general description of the articles to be purchased or the scope of services to be performed and the time and place for opening of sealed bids. At the direction of the Administrator/Clerk a pre-bid meeting will be held for the purposes of explaining and answering questions with respect to the scope of the project. In addition, the notice shall be sent ~~via certified mail~~ to at least five (5) responsible prospective suppliers of the item to be purchased or services to be performed, including all suppliers of such items with whom the Village has done business within the preceding two (2) years. Bid packets will be available at the Village office until the date set for the receipt of the bids. If three (3)

responsible suppliers cannot be reasonably located, the Village Administrator/Clerk shall certify that fact at bid opening presentation. Notice of the invitation to bid shall be posted in ~~the lobby of~~ a prominent place, visible to the public within or near the entry to the Village office.

SECTION 12. Section 131.060, Exceptions to the Purchase Policy, Subsections (B) and (D) thereof, shall be amended as follows:

B. *Emergency Purchases.* Where an emergency situation requires immediate purchase of supplies or services and time is of the essence, the Village Administrator/Clerk is authorized to procure the supplies or services needed without following the bidding procedures. The Board of Trustees will be notified at their next regular meeting.

D. *Cooperative Purchasing.* The purchasing procedures established shall not apply to purchases made by, through or with the Division of Procurement of St. Louis County or any other governmental agency or unit with whom the Village is permitted to engage in cooperative purchasing. The Village Administrator/Clerk has the authority to join with any other governmental unit, including U.S. Communities, Government Purchasing Alliance, in cooperative purchasing when the best interests of the Village shall be served by such cooperative purchasing.

SECTION 13. Section 131.100, Credit Card Policy, Subsections (C) and (E) thereof, shall be amended as follows:

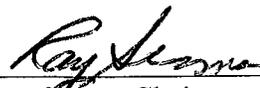
C. *Credit Limit.* The appropriate credit limit for such card will be established by the Board of Trustees by written policy. ~~Credit limit shall not exceed seven thousand five hundred dollars (\$7,500.00) and no single purchase is to exceed two thousand dollars (\$2,000.00).~~ If a temporary increase is needed, the purchase must be authorized by the Chairman of the Board.

D. *Receipts.* Credit card receipts must be submitted to the ~~Village Accounting Clerk~~ Administrator/Clerk or his/her designee and must include supporting documentation, which clearly show what goods and services were purchased using the credit card.

SECTION 14. All ordinances and parts of ordinances in conflict with this ordinance are, to the extent of such conflict, hereby repealed.

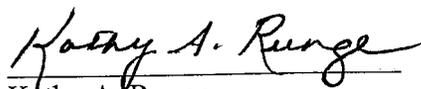
SECTION 15. Effective Date. This ordinance shall be in full force and effect from and after the date of its passage and approval according to law.

This Ordinance Passed and Approved this 2nd day of March, 2016.



Ray Stama, Chairman
Board of Trustees

ATTEST:



Kathy A. Runge
Administrator/Clerk

First Reading: _____

Second Reading: _____