

**RESOLUTION NO. 104**

**A RESOLUTION ADOPTING A PROCEDURE FOR PRE-APPROVAL OF CERTAIN RECURRING FINANCIAL OBLIGATIONS OF THE VILLAGE**

**WHEREAS**, the Board of Trustees authorizes payment of expenses incurred by means of a warrant list prepared by the Administrator/Clerk and acted upon at regular meetings of the Board; and

**WHEREAS**, certain of said expenses are recurring in nature, the amounts having been previously approved by ordinance or resolution or otherwise entailing normal, administrative expenses including tax deposits, utility costs, storage fees and related costs of doing business; and

**WHEREAS**, certain refundable deposits and/or fees are received by the Village from time to time and any refund of such fee or deposit is subject to administrative discretion based on code or contract provision and do not represent "expenses" of the Village;

**NOW THEREFORE, BE IT RESOLVED** by the Board of Trustees for the Village of Twin Oaks, St. Louis County, MO as follows:

On or before the first Wednesday of January each year, the Village Clerk/Controller shall submit to the Board of Trustees a list of vendors/payees, whose recurring fees or other prior approved remuneration may be paid without further or formal motion and vote of the Trustees.

If approved, the list submitted shall continue in effect until December 31<sup>st</sup> of that year or until modified or otherwise superseded by a new rendering approved by the Board. For the year 2015, the list will be in effect from June 1 through December 31, 2015.

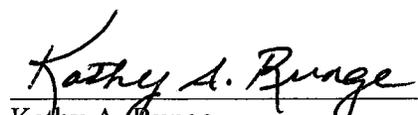
**BE IT FURTHER RESOLVED:**

That approval of refunds relating to refundable fees, deposits or escrow accounts governed by code or contract may be made by the Clerk/Controller without inclusion in a warrant list or other formal motion and vote of the Trustees.

This Resolution adopted this 3 day of June, 2015.

  
Ray Slama, Chairman,  
Board of Trustees

ATTEST:

  
Kathy A. Runge  
Village Clerk

## Recurring Financial Obligations

Vendor/Payee	Amount	Automatic Deduction?	Description	Time Period
AbsoPure Water Company	\$7.00	N	Water cooler rental	Monthly
Ameren Missouri	Varies	N	Intersection electric service	Monthly
Ameren Missouri	Varies	N	Office electric service	Monthly
Ameren Missouri	Varies	N	Park electric service	Monthly
Ameren Missouri	Varies	N	Street Lights	Monthly
APWA	\$25.00	N	Meeting/luncheon	As billed
AT&T	Varies	N	Telephone, LD, internet charges	Monthly
Beisher Lock & Security	Per Ord.	N	Alarm monitoring	Quarterly
Blume Accounting (Financial Adv.)	\$1,500.00	N	Financial Advisory Services	Quarterly
Board of Election Commissioners	Varies	N	Costs associated with elections	As billed
The Brain Mill	\$700.00	N	IT Support	Monthly
Charter	\$142.82	N	Internet Service	Monthly
Cintas Fire Protection	\$69.00	N	Extinguisher inspection (3 units)	Annually
City of Des Peres (Lodge)	Per Ord.	N	Resident facility memberships	As billed
DNT (Document & Network Tech)	Varies	N	Contracted copier printing charges	Monthly
Fish Window Cleaning *	\$17.00	N	Window washing	Monthly
General Code	Varies	N	Codification Service	As billed
Hochschild, Bloom & Co, LLC	Varies	N	Contracted accounting services	As billed
Laclede Gas	Varies	N	Office gas service	Monthly
LAGERS	Varies	N	Staff benefit	Monthly
MasterCard	Varies	N	Credit card purchases	Monthly
Missouri Lawyer's Media	Varies	N	Public notice publication	As billed
Missouri One-Call	Varies	N	Call before you dig	As billed
MO Dept. Revenue	\$35.00	N	Sales tax reporting	Monthly
MO-Amer Water	Varies	N	Intersection water service #1	Quarterly
MO-Amer Water	Varies	N	Intersection water service #2	Quarterly
MO-Amer Water	Varies	N	Park fire service	Annually
MO-Amer Water	Varies	N	Park water service	Quarterly
MO-Amer Water	Varies	N	Annual Park Hydrant	Annually
MOCCFOA	\$16.00	N	Meeting/luncheon	As billed
MSD	Varies	N	Park sewer service	Monthly
MSD	Varies	N	Sewer service (Bell Property)	Monthly
Neofunds by Neopost	Varies	N	Postage for machine	As billed
Neopost	Per Ord.	N	Postage machine lease	Annually
OK Storage	\$270.00	N	Storage unit	Monthly

## Recurring Financial Obligations

Park Refunds	Varies	N	Refund of deposit	As billed
Paylocity (Payroll)	Varies	N	Wages for Trustees & Employees	Bi-weekly
Playground Guardian	\$750.00	N	Playground inspection	Annually
Petty Cash	Varies	N	Cash for office \$100 limit	As needed
Quick Books online*	\$39.00	N	Monthly Accounting System	Monthly
Riverchase (Fenton)	Per Ord.	N	Resident facility memberships	As billed
SLACMA	\$12.00	N	Meeting/luncheon	As billed
Sprint	Varies	N	Cell phone charges	Monthly
St. Louis County Dept. of Health	Per Ord.	N	Mosquito control	Annually
St. Louis County Treasurer-Police	Per Ord.	N	Contracted police services	Monthly
St. Louis County Treasurer-Pub Wks	Per Ord.	N	Inspection services	As billed
The Net Impact	\$200.00	N	Web hosting	Monthly
Toshiba Financial Services	\$265.00	N	Copier lease	Monthly
Twin Oaks Presbyterian Church	\$100.00	N	Park lease	Annually
USR-Desco Twin-Oaks, LLC	Per Ord.	N	Office lease	Monthly
Waste Management	Per Ord.	N	Contracted trash/recycling service	Monthly
* Currently billed on the MasterCard				