

RESOLUTION NO. 109

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 Recurring Bills 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 expenditures having been previously authorized by the Board of Trustees by ordinance or resolution, by contract, 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, Missouri as follows:

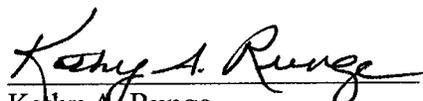
Section 1: On or before the third Wednesday of May of each year, the Village Clerk/Administrator shall submit to the Board of Trustees a list of vendors/payees, whose recurring fees or other prior approved remuneration may be paid without further or formal motion and vote of the Trustees such expenses having been contractually agreed to or otherwise authorized by the Board of Trustees. If approved, the list submitted shall continue in effect for a thirteen (13) month period or until modified or otherwise superseded by a new rendering approved by the Board.

Section 2: That approval of refunds relating to refundable fees, deposits or escrow accounts governed by code or contract may be made by the Administrator/Clerk without inclusion in a bills list or other formal motion and vote of the Trustees.

This Resolution adopted this 18th day of May, 2016.


Russ Fortune
Chairman, Board of Trustees

ATTEST:


Kathy A. Runge
Administrator/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
Ameren Missouri	Varies	N	Bell Property	Monthly
Ameren Missouri	\$150.00	N	Successor Report	Annually
AT&T	\$135.00	N	Fax line	Monthly
Beisher Lock & Security	\$59.97	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	\$835.00	N	IT Support and Telephone	Monthly
Charter	\$80.00	N	Internet Service and Telephone	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
Clean As A Whistle	\$100.00	N	Office cleaning/\$50.00 per visit	Monthly
DNT (Document & Network Tech)	Varies	N	Contracted copier printing charges	Monthly
Fish Window Cleaning *	\$17.00	N	Window washing	Monthly
Laclede Gas	Varies	N	Village Office	Monthly
Laclede Gas	Varies	N	Bell Property	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
MO-Amer Water	Varies	N	Bell Property	Monthly
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

Recurring Financial Obligations

Neopost	\$407.40	N	Postage machine lease	Annually
OK Storage	\$270.00	N	Storage unit	Monthly
Paylocity (Payroll)	Varies	N	Wages for Trustees & Employees	Bi-weekly
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
Sprint	\$225.00	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	\$206.00	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				