

**PUBLIC MEETING – TENTATIVE AGENDA
WEDNESDAY, SEPTEMBER 17, 2014 – 6:30 PM
VILLAGE OF TWIN OAKS – BOARD OF TRUSTEES’ MEETING
1393 BIG BEND ROAD, SUITE F, TWIN OAKS, MO 63021
(Next Bill #460 Ordinance #437 Resolution #99)**

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 03, 2014
 - b. Bills Paid List – September 4 through September 17, 2014
6. PUBLIC HEARING
 - a. Setting the Residential and Commercial Tax Rate for 2014
7. CITIZEN COMMENTS
8. REPORT OF COMMITTEES/COMMISSIONS/CONTRACTORS
 - a. Park Report - Lisa Eisenhauer, Park Chair
 - b. Financial Report – Jeff Blume
9. OLD BUSINESS
 - a. Outside Propane Tanks
10. NEW BUSINESS
 - a. Bill No. 454 – An Ordinance Approving Amendment to Property Use Restrictions by Village as Third-Party Beneficiary:
 - b. Bill No. 456 – An Ordinance Establishing the Annual Rate of Tax Levy for the Year 2014 on All Real Estate Property Within the Village of Twin Oaks, Missouri: Providing for the Extension of Said Taxes on the Books of the Collector of Revenue by the St. Louis County Clerk and Providing for the Collection Thereof by the Collector for the Village of Twin Oaks, Missouri:
 - c. Bill No. 457 – An Ordinance Approving an Award of Contract for the Rose Garden Project Twin Oaks Park, Authorizing Notice of Intent to Award and Execution of Contract:
 - d. Bill No. 458 – An Ordinance Approving an Award of Contract for Snow and Ice Management, Authorizing Notice of Intent to Award and Execution of Contract:
 - e. Bill No. 459 – An Ordinance Approving an Award of Contract for Leaf Collection Services; Authorizing Notice of Intent to Award and Execution of Contract:

- f. Resolution No. 98: A Resolution Establishing a Pilot Plan Period for Development of Village Policy Related to Teleconferencing of Trustee Meetings:

11. SPECIAL DISCUSSION

- a. Village Clerk Report
- b. Village Attorney's Report
- c. Chairman and Trustee Comments

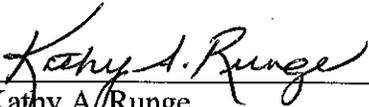
12. FINAL CITIZEN COMMENTS

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: September 12, 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, SEPTEMBER 17, 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 – yea

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 a motion to approve the agenda. Trustee Graves motioned to approve the agenda as submitted, seconded by Trustee Fortune and motion passed with the unanimous consent of the Board.

APPROVAL OF THE CONSENT AGENDA

Consent Agenda: Chairman Whitmore requested that the Meeting Minutes be extracted and then requested a motion to approve the Bills Paid List.

Bills Paid List: Trustee Slama motion to approve the Bills Paid List – September 4 through September 17, 2014 as submitted, seconded by Trustee Graves and motion passed with the unanimous consent of the Board.

Meeting Minutes of September 3, 2014: Chairman Whitmore stated that under Special Discussion, Village Property Sub-Committee, a sentence should be added to read: “It was the consensus of the Board that all volunteers be accepted to sit on the Village Property Sub-Committee.” Chairman Whitmore then motioned to approve the Meeting Minutes of September 3, 2014 as amended, seconded by Trustee Graves and motion passed with the unanimous consent of the Board.

PUBLIC HEARING

Setting the Residential and Commercial Tax Rate for 2014: Chairman Whitmore opened the Public Hearing at 6:35 p.m. Jeff Blume, Financial Advisor, stated after calculating the figures from the State, the highest the commercial rate could be set is .354%. Chairman Whitmore asked if the public had any questions or comments regarding

the 2014 proposed tax rate. No discussion ensued. The Board unanimously agreed to keep the personal property tax and residential real estate at 0.00%.

CITIZEN COMMENTS

Randy DuVall of 98 Crescent Avenue asked the Board why the contractor, NB West, had not returned to fix the area between his driveway and street where the Nova Chip was not compacted properly. Village Clerk Runge stated that she would contact Wes Theissen with BFA to get a status report. Mr. DuVall also questioned if the St. Louis County Police had completed their plan to monitor the traffic at Crescent Ave and Crescent Rd. Village Clerk Runge stated she had not received a report at this time but was meeting with Sgt. Warner in the morning and would inquire on the status.

REPORT OF COMMITTEES/COMMISSIONS/CONTRACTORS

Park Report: Lisa Eisenhauer, Park Chair, stated the Committee met on Thursday, September 11, 2014 and the following was discussed:

- **Park Grant:** Wes Theissen, BFA, attended the meeting and assisted with estimates on items that have been identified or may need to be identified for next year's budget. Park Chair Eisenhauer also stated she plans to call a pre-budget meeting with the Committee before their next scheduled meeting.
- **Maintenance Report:** Discussed that the Park Committee would like a more structured report from Maintenance Supervisor Buehler regarding items done in the park.
- **Rose Garden:** Discussed the bids that were received for the Rose Garden in the Park. Park Chair Eisenhauer stated that the cost was over the Committee's authority and recommended the Board to review and approve the bids.
- **Family Fun Day:** Discussed items needed and setup for Family Fun Day on Saturday, September 20th.
- **August Concert:** Due to rain, the August Concert was cancelled and not rescheduled.

Bid for Boulder Wall: Village Clerk Runge stated that a bid was received from Sohn Enterprises, LLC to install a limestone boulder wall in the amount of \$4,903.80 to be placed at the rose garden in the park. It was discussed why this project was not put out to bid. Trustee Slama stated this project needed a very specific look and that Sohn Enterprises, LLC understands the delicacy of the project. Trustee Slama motioned to approve the bid in the amount of \$4,903.80 from Sohn Enterprises, LLC, seconded by Trustee Graves and motion passed 3-2 as follows: Trustees Whitmore-nay, Slama-yea, Fortune-yea, Graves-yea and Young-nay.

Financial Report: Jeff Blume, Financial Advisor, reviewed the financial statements with the Board. No comments were made.

OLD BUSINESS

Outside Propane Tanks: Village Clerk Runge stated that she has not heard back since the last Board Meeting from Robert Wiegert, Associate General Counsel, representing Schnucks, regarding the request to sell propane tanks outside Schnucks. No discussion ensued.

NEW BUSINESS

Bill No. 454 – An Ordinance Approving Amendment to Property Use Restrictions by Village as Third-Party Beneficiary: First reading of Bill No. 454 was read. Attorney Hartzog stated that the Ordinance authorizes approval of a property use change once the formal Amendment to existing use restrictions is signed by developer/owner. (1381 Big Bend Road). Discussion ensued. Second reading of Bill No. 454 was read. Trustee Graves motioned to approve Bill No. 454 as submitted, seconded by Trustee Slama and the motion passed 5-0 as follows: Trustees Fortune-yea, Graves-yea, Slama-yea, Young-yea and Whitmore-yea. Chairman Whitmore stated that Bill No. 454 being duly passed on September 17, 2014 now becomes Ordinance No. 438.

Bill No. 456 – An Ordinance Establishing the Annual Rate of Tax Levy for the Year 2014 on All Real Estate Property Within the Village of Twin Oaks, Missouri: Providing for the Extension of Said Taxes on the Books of the Collector of Revenue by the St. Louis County Clerk and Providing for the Collection Thereof by the Collector for the Village of Twin Oaks, Missouri: First reading of Bill No. 456 was read. No discussion ensued. Second reading of Bill No. 456 was read. Trustee Fortune motioned to approve Bill No. 456 as submitted, seconded by Trustee Graves and the motion passed 5-0 as follows: Trustees Fortune-yea, Whitmore-yea, Graves-yea, Slama-yea and Young-yea. Chairman Whitmore stated that Bill No. 456 being duly passed on September 17, 2014 now becomes Ordinance No. 439.

Bill No. 457 – An Ordinance Approving an Award of Contract for the Rose Garden Project, Twin Oaks Park, Authorizing Notice of Intent to Award and Execution of Contract. First reading of Bill No. 457 was read. Village Clerk Runge stated there was only one bid received and that was from Bacchus Construction for the amount of \$3,600. Discussion ensued. Second reading of Bill No. 457 was read. Trustee Slama motioned to approve Bill No. 457 as submitted, seconded by Trustee Graves and the motion passed 5-0 as follows: Trustees Young-yea, Slama-yea, Whitmore-yea, Graves-yea and Fortune-yea. Chairman Whitmore stated that Bill No. 457 being duly passed on September 17, 2014 now becomes Ordinance No. 437.

Bill No. 458 – An Ordinance Approving an Award of Contract for Snow and Ice Management, Authorizing Notice of Intent to Award and Execution of Contract: First reading of Bill No. 458 was read. Village Clerk Runge stated that the following bids were opened and read out loud on September 10, 2014:

| <u>Name</u> | <u>Snow/Hour</u> | <u>Salt/Ton</u> |
|------------------------|------------------|-----------------|
| • Crowder Construction | \$115.00 | \$225.00 |

| | | |
|---------------------------|--------|--------|
| • Bacchus Construction | 120.00 | 300.00 |
| • Midwest Scapes, LLC | 110.00 | 320.00 |
| • Enterprise Sewer & Lawn | 250.00 | 200.00 |

Discussion ensued. Second reading of Bill No. 458 was read. Trustee Fortune motioned to approve Bill No. 458 as submitted, seconded by Trustee Young and the motion passed 5-0 as follows: Trustees Slama-yea, Young-yea, Graves-yea, Fortune-yea and Whitmore-yea. Chairman Whitmore stated that Bill No. 458 being duly passed on September 17, 2014 now becomes Ordinance No. 440.

Bill No. 459 – An Ordinance Approving an Award of Contract for Leaf Collection Services; Authorizing Notice of Intent to Award and Execution of Contract: First Reading of Bill No. 459 was read. Village Clerk Runge stated that only one bid was received and that was from Hendel Lawncare, Inc. in the amount of \$9,200 for 2014, 2015 and 2016. Discussion ensued. The Board requested Village Clerk Runge to verify if the price quoted for 2017 and 2018 would still be offered after the 3 year contract had expired. Second reading of Bill No. 459 was read. Trustee Graves motioned to approve Bill No. 459 as submitted, seconded by Trustee Young and the motion passed 5-0 as follows: Trustees Graves-yea, Fortune-yea, Slama-yea, Young-yea and Whitmore-yea. Chairman Whitmore stated that Bill No. 459 being duly passed on September 17, 2014 now becomes Ordinance No. 441.

Resolution No. 98 – A Resolution Establishing a Pilot Plan Period for Development of Village Policy Related to Teleconferencing Public Trustee Meetings: Title of Resolution No. 98 was read once. The Board requested that the definition of “Teleconferencing” be added to Exhibit “A” Trustee Slama motioned to approve Resolution No. 98 as amended, seconded by Trustee Fortune and the motion passed 5-0 as follows: Trustees Young-yea, Fortune-yea, Whitmore-yea, Graves-yes and Slama-yea.

SPECIAL DISCUSSION

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

- **Road Repairs:** Chris West advised everything was complete except for the touch ups from the tire spin-out on Autumn Leaf. He was hoping to get everything completed by Friday, September 12th but had weather delays. Village Clerk Runge stated we are still delaying the striping until we receive the traffic study information.
- **Village Property Sub-Committee:** The first meeting has been set for September 18th at 7 p.m.
- **St. Louis County Contract:** Village Clerk Runge stated Trustee Slama and herself met with Lt. Blake regarding the police contract. His explanation for the 3.35% increase seemed reasonable and we feel confident going forward for the upcoming year. Other concerns discussed with the Lieutenant were alternating Officer

Maxwell's schedule to fit the needs of the Village. Sgt. Jeff Warner is going to meet with Trustee Slama and Village Clerk Runge sometime next week to discuss.

- **Traffic Engineers:** Horner Shifrin was given the notice to proceed on Thursday, September 4th. It was assured they would be able to complete both traffic engineering studies within the three week time frame outlined in their contracts. This would place the completion date around September 25th.
- **Village Hall Feasibility Study:** The geotechnical report came back clean but it was Art Bond's suggestion to do some additional soil remediation. A memo was forwarded to the Board with his suggestions. He is working on some cost estimates.
- **Turf Enhancements:** Wes Theissen, BFA, reported that Native Landscapes would be back around September 18th to determine replacement of dead plants and to install remaining plants that we were shorted.
- **Trim Grant:** Received word that the Village received the tree trim grant of \$10,000.
- **54 Crescent Water Issue:** Wes Theissen, BFA met with the resident at 54 Crescent regarding the water that is pooling on his driveway. The resident and Wes exchanged information and Wes will be giving us a determination after his review.
- **Planter Boxes:** Received a bid for repair of both planter boxes at the intersection for \$7915. This has been a project we have been chasing since last summer and it looks like we have a company willing to do the repairs. Usually, something of this amount would be sent out for bid but considering it took a year to get one additional bid, Village Clerk Runge stated she would like to move forward. This needs to be completed before the winter. (As an aside, Crowder's repair bid from last year was for \$5000 but only addressed the large planter box). Trustee Slama requested to get clarification from the contractor regarding how much rock he wants to use and mentioned that the contractor would need to contact MoDOT before starting the project.
- **Walgreens:** Officer Maxwell spoke with Walgreens about the pseudoephedrine issue. The manager told him they did not want to pursue anything right now and would let him know if their situation worsened.
- **Missouri Municipal League Conference:** Village Clerk Runge and Assistant Village Clerk Ratliff will be attending MML on Monday and Tuesday of next week with Trustees Fortune and Graves. We will be back on Wednesday morning to address any concerns before the Board meeting. Theresa Gonzales, Office Assistant will be attending the office. Village Clerk Runge stated she will be available by cell phone if there were any concerns in her absence.

Attorney's Report: Attorney Hartzog stated that the Right of Entry Agreement with the home owners would be null and void if the agreement with Boling Construction is not approved within 30 days. Attorney Hartzog also stated that he has received the easement deed and will have it recorded once the project is completed. Trustee Young requested on

behalf of the property owner at 1454 Autumn Leaf Drive that the following be verified before construction begins:

1. Would the tree in front of the property need to be removed?
2. Would the French drain on the right side of the driveway be removed or remain?
3. Contact St. Louis County to verify the depth of the apron.

Discussion ensued. Trustee Slama motioned for Attorney Hartzog to begin proceedings for 1448, 1454 and 1460 Autumn Leaf Runoff Project in order to have this completed as soon as possible. Trustee Graves seconded the motion and approved 4-1 as follows: Trustees Fortune-yea, Slama-yea, Whitmore-yea, Young-abstain and Graves-yea. The Board requested that a pre-construction meeting be set up before construction begins.

Chairman and Trustee Comments: No comments were made.

FINAL CITIZEN COMMENTS

No final citizen comments were made.

ACTION ITEM LIST

Action Item was presented. No discussion ensued.

MOVE TO EXECUTIVE SESSION

Trustee Slama motioned to go into Executive Session at 9:09 p.m. to hold a closed meeting to discuss matters pursuant to Section 610.021 {1, 2, & 3}, seconded by Trustee Fortune. Motion passed 5-0 as follows: Trustees Whitmore-yea, Slama-yea, Graves-yea, Young-yea, and Fortune-yea.

BACK TO REGULAR SESSION

Trustee Slama motioned that Attorney Hartzog contact a Human Resource Lawyer for counsel, seconded by Trustee Fortune and motion passed with the unanimous consent of the Board.

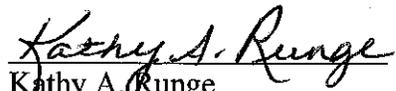
ADJOURNMENT

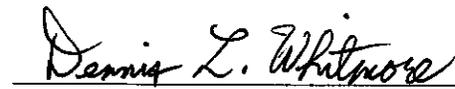
There being no further business, Trustee Graves motioned to adjourn the regular meeting at 10:38 pm, seconded by Trustee Slama and motion passed with the unanimous consent of the Board.

Drafted By: Sharon Ratliff
Sharon Ratliff, CMC/MRCC
Assistant Village Clerk

Date of Approval: October 1, 2014

ATTEST:


Kathy A. Runge
Village Clerk/Controller


Dennis L. Whitmore, Chairman
Board of Trustees