

**PUBLIC MEETING – TENTATIVE AGENDA
WEDNESDAY, MARCH 16, 2011 – 7:00 P.M.
VILLAGE OF TWIN OAKS – BOARD OF TRUSTEES’ MEETING
1393 BIG BEND ROAD, SUITE F, TWIN OAKS, MO 63021
(Next Bill #344 Ordinance #330 Resolution #76)**

1. MEETING CALLED TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. APPROVAL OF CONSENT AGENDA
 - a. Meeting Minutes of March 02, 2011
 - b. Paid Bills as of February 25, to March 11, 2011
6. CITIZEN COMMENTS
7. REPORT OF COMMITTEES/COMMISSIONS/CONTRACTORS
 - a. Police-Officer Chad Deakin
 - b. Park Committee-Lisa Eisenhauer, Chair
 - c. Planning & Zoning Commission-Jeff Graves, Board Liaison
8. NEW BUSINESS
 - a. Bill No. 342- An Ordinance to Amend Section 110.120 of the Village Code of the Village of Twin Oaks:
 - b. Bill No. 343- An Ordinance to Amend Chapter 502 of the Village Code of the Village of Twin Oaks:
9. SPECIAL DISCUSSION
 - a. Proposed Amendments to the Code Book/Statutory Update Process
 - b. Proposed Donation of Playground Equipment
 - c. Village Administrator’s Report
 - d. Village Attorney’s Comments
 - e. Chairman and Trustee Comments
10. FINAL CITIZEN COMMENTS
11. MISCELLANEOUS
12. ADJOURNMENT
13. EXECUTIVE SESSION

Pursuant to RSMo Section 610.021 {1, 2 & 3}

Kathleen G Yahl

Kathleen Yahl, MMC/MPCC
Village Administrator/Clerk

POSTED 3:00 P.M., March 14, 2011

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 36 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, MARCH 16, 2011**

The meeting was called to order at 7:03 pm in the Board Room of the Village Office. Roll Call was taken.

Trustees: Paul Brockmann, Chairman–yea Karen Dresner–yea
 Jeff Graves–yea Ray Slama–yea
 Dennis Whitmore–yea

Also Present: Robert Hartzog, Village Attorney
 Kathy Yahl, Administrator/Clerk
 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 Brockmann requested a motion for approval of the agenda. Trustee Dresner motioned to approve the agenda as submitted, seconded by Trustee Whitmore and motion passed with the unanimous consent of the Board.

CONSENT AGENDA

Chairman Brockmann motioned to approve Meeting Minutes of March 2, 2011 and Paid Bills as of February 25, to March 11, 2011 as submitted, seconded by Trustee Slama and motion passed with the unanimous consent of the Board.

CITIZEN COMMENTS

Dan Wilburn; a resident in Valley Park, advised the Board that he is again running for the Valley Park Fire District Board of Directors and wanted to introduce himself. He advised that he is responsible for overseeing financial, personnel, and governmental aspects of the district's operations. The Board had the opportunity to ask him questions regarding the Fire District.

REPORT OF COMMISIONS, COMMITTEES, & CONTRACTORS

Police Report – Officer Deakin reviewed the first half of the March 2011 Activity Report with the Board. No further questions or discussion.

Park Committee – Administrator Yahl advised that the Park Committee made several recommendations to the Board regarding park usage rates as follows:

- Resident Fee-None, but \$100 returnable deposit; Non-resident Fee-\$50 plus \$100 returnable deposit.
- \$100 fee for Resident or Non Resident for alcohol deposit.

- No more than 50 people can be in attendance at any function upon a reservation. If the application is requesting more than 50 people, the application will be reviewed by the Park Committee on a case by case basis.
- Change Section 220.030 "Enforcement"; changing the "Board of Trustees acting by or through its designated representative(s) shall have the power to enforce any and all rules and regulations of the Village" to read "the Village Administrator".
- The time line for reservations to be made is starting Jan 2/residents; starting March 1/not-for-profits and April 1/non-residents.

4 areas of the park were reviewed regarding erosion and stormwater issues as follows:

- Erosion along Twin Oaks Court from Crescent to Valley of Park.
- Berm needed behind restrooms to inlet.
- Erosion from the tennis courts downhill towards detention basin.
- Erosion behind cell tower in the woods.

The Park Committee approved having our engineer at GBA review the areas for a response to stop this erosion. Trustee Slama stated that he did not feel that all the areas needed to be professionally engineered and that they could be addressed in-house. Chairman Brockmann agreed and advised that he and Trustee Slama could get together to draw up plans for the area by the men's restroom and the area by the tennis court and work with Eric Buehler to complete these two areas. Trustee Graves motioned to approve Trustee Slama's and Chairman Brockmann's proposal, seconded by Trustee Whitmore and motion passed with the unanimous consent of the Board.

Lisa Eisenhauer, Park Committee Chair arrived at the meeting during the Park discussion. She stated that the current Condominium Board would be in favor of granting an easement to the property at the Autumn Leaf Park entrance and asked the Board to consider proceeding legally with this action. Also, SWT submitted a design for that entrance several years ago and thought that could be pulled out and reviewed again. Chairman Brockmann stated that the Park Committee needed to make the pathway ADA accessible. Trustee Slama motioned to have Attorney Hartzog and Chairperson Eisenhauer move forward with these negotiations, seconded by Trustee Dresner and motion passed with the unanimous consent of the Board. Trustee Slama motioned that as the plans for the Autumn Leaf Dr. pathway moves forward that they also include making it ADA accessible, seconded by Trustee Whitmore and motion passed with the unanimous consent of the Board.

Lisa Eishenhauer also recommended to the Board that the schedule for the waterfall be changed as follows: 7:00 a.m. – 6:00 p.m. during non-daylight savings time, and from 6:00 a.m. – 10:00 p.m. during daylight savings time. She said that it has been running from 5:30 pm to 10:00 pm and felt that it could be turned off earlier in an effort to save utility costs.

Planning & Zoning Commission – Trustee Graves, Board Liaison reported that the Planning & Zoning Commission met the night before and completed their review of the

Residential and Commercial Sign Codes. He advised that a motion was made and approved to recommend that the Board of Trustees hold a Public Hearing on April 6, 2011 to discuss the proposed changes to the Village Sign Code. Trustee Slama motioned to accept Planning & Zoning's recommendation, seconded by Trustee Whitmore and motion passed with the unanimous consent of the Board. Trustee Graves advised that the Commission also discussed prohibiting "Inflatable Ground Objects" in our commercial district, but could not determine if they would be considered a sign or not. The Board discussed that this needed to be investigated further by Attorney Hartzog and asked him to determine where in the code it should be placed. Lastly, the Members are looking for recruits for members to serve on the Planning and Zoning Commission and if the Board knew anyone, to please let Administrator Yahl know. Trustee Slama motioned to set a Public Hearing for April 6 to discuss the sign code, seconded by Trustee Whitmore. Motion carried 5-0.

NEW BUSINESS

Bill No. 342 – An Ordinance to Amend Section 110.120 of the Village Code of the Village of Twin Oaks. First reading of Bill No. 342 was given. Administrator Yahl advised that this Bill would update how Trustee Compensation was administered. There was no discussion. The second reading of Bill No. 342 was given. Trustee Whitmore motioned to adopt Bill No. 342 as read, seconded by Trustee Slama. Roll call was taken and motion carried 5-0 as follows: Trustee Dresner–yea, Whitmore–yea, Graves–yea, Brockmann–yea, Slama–yea. Chairman Brockmann stated that Bill No. 342 being duly passed on March 16, 2011 now becomes Ordinance 330.

Bill No. 343 – An Ordinance to Amend Chapter 502 of the Village Code of the Village of Twin Oaks. First reading of Bill No. 343 was given. Administrator Yahl explained that this Bill would create consistency between our current code and the International Property Maintenance code by addressing the current weed code, making it 12 inches. Discussion followed. The second reading of Bill No. 343 was given. Chairman Brockmann motioned to adopt Bill No. 343 as read, seconded by Trustee Dresner. Roll call was taken and motion carried 5-0 as follows: Trustee Dresner–yea, Whitmore–yea, Graves–yea, Brockmann–yea, Slama–yea. Chairman Brockmann stated that Bill No. 343 being duly passed on March 16, 2011 now becomes Ordinance 331.

SPECIAL DISCUSSION

Proposed Amendments to the Code Book/Statutory Update Process: Administrator Yahl and Attorney Hartzog provided suggested housekeeping items and proposed changes/amendments to the Village code. Administrator Yahl advised she has met with Mike Perry of Sullivan Publications and discussed approving a new code book once the review has been completed. She stated she would like to move forward with this project upon the Board's approval of the recommended updates. The Board reviewed the recommendations to the Code book and requested further research on combining Sections 500.025 and Chapter 520.

Proposed Donation of Playground Equipment: Administrator Yahl stated that Trustee Whitmore had contacted SWT Design to create a change order to pour the concrete to purchase the Soundplay equipment that he wants to donate. Administrator Yahl stated that as noted in her memo to the Board she had researched the concrete costs, but has not been given an actual estimate yet and had included the invoice and installation instructions for the Board to review. There are minimal maintenance and replacement costs to the proposed donation. Administrator Yahl stated that Village Attorney Hartzog has drafted an agreement as requested by the Board at the last meeting and asked if the Board would like to move forward. Upon discussion, Trustee Whitmore confirmed he was donating the musical instruments, 4 replacement sticks, the concrete and cost of installation of all. Chairman Brockmann stated that if the Board was in agreement, he would have Administrator move forward with ordering the equipment and get us a cost on the concrete installation. All were in agreement. Chairman Brockmann motioned to accept Trustee Whitmore's donation as stated above, seconded by Trustee Graves and motion passed 4-0 as follows: Trustee Graves – yea, Slama – yea, Dresner – yea, Brockmann – yea, Whitmore – abstain. Trustee Whitmore stated that he would bring in a check for 50% down so that the equipment could be ordered.

Village Administrator's Report: Administrator Yahl reported the following:

- St. Louis County Collector of Revenue requires that municipalities submit a non-binding estimated tax levy in accordance with SB 711 and that she needed to verify with Hochschild, Bloom & Company if a Public Hearing would be required.
- Copies of street project costs for Crescent Avenue replacement and Meramec Station Mill and Overlay were enclosed for the Board to review.
- Showed pictures of the cracked planter boxes at the bridge and it was agreed by the Board to try to find a company to put backer rods on and caulk.
- Have contacted several pest control companies to see about private spraying, but have no costs yet.

Village Attorney's Comments: Attorney Hartzog advised that Attorney, Joel Case who has his office in the Village will represent Administrator Yahl in the Burcham case, which will be filed next week.

Chairman and Trustee Comments: Trustee Whitmore pointed out the article in the Suburban Journal that refers to the St. Louis County sales tax distribution plan changing in 2012. He encouraged everyone to contact their legislators to vote for this bill.

FINAL CITIZEN COMMENTS

No final citizen comments.

MOVE TO EXECUTIVE SESSION

Chairman Brockmann motioned to go into Executive Session at 10:09 p.m. to hold a closed meeting to discuss legal matters pursuant to Section 610.021 {1, 2 & 3}, seconded by Trustee Slama. Motion passed with the unanimous consent of the Board. Roll Call: Trustee Graves – yea, Slama - yea, Brockmann – yea, Dresner – yea and Whitmore - yea.

ADJOURNMENT

There being no further business, Trustee Slama motioned to adjourn the regular meeting at 10:15 pm, seconded by Chairman Brockmann. Motion passed with the unanimous consent of the Board.

Drafted By: Sharon Ratliff
Sharon Ratliff
Village Assistant Clerk

Date of Approval: April 6, 2011

ATTEST:

Kathleen Yahl
Kathleen Yahl, MPCC/MMC
Village Administrator/Clerk

Paul Brockmann
Paul Brockmann
Chairman, Board of Trustees