


**PUBLIC MEETING – TENTATIVE AGENDA
WEDNESDAY, MARCH 02, 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 #342 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 February 16, 2011
 - b. Paid Bills as of February 11, to February 24, 2011
6. CITIZEN COMMENTS
7. REPORT OF COMMITTEES/COMMISSIONS/CONTRACTORS
 - a. Police - Officer Chad Deakin
8. SPECIAL DISCUSSION
 - a. Proposed Computer Software and Hardware Updates/Purchases
 - b. Future Stormwater Projects
 - c. Village Administrator’s Report
 - d. Village Attorney’s Comments
 - e. Chairman and Trustee Comments
9. FINAL CITIZEN COMMENTS
10. MISCELLANEOUS
11. ADJOURNMENT
12. WORKSHOP-PROPOSED AMENDMENTS TO CODE BOOK
13. EXECUTIVE SESSION

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



Kathleen Yahl, MMC/MPCC
Village Administrator/Clerk

POSTED 3:00 P.M., February 25, 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 02, 2011**

The meeting was called to order at 7:00 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 Slama motioned to approve the agenda as submitted, seconded by Trustee Graves and motion passed with the unanimous consent of the Board.

CONSENT AGENDA

Chairman Brockmann requested a motion for approval of the consent agenda. Trustee Slama motioned to approve Meeting Minutes of February 16, 2011 and Paid Bills as of January 11, to February 24, 2011 as submitted, seconded by Trustee Whitmore and motion passed with the unanimous consent of the Board.

CITIZEN COMMENTS

No Citizen Comments.

REPORT OF COMMISIONS, COMMITTEES, & CONTRACTORS

Police Report – Officer Deakin was not in attendance at the time of report. Officer Ponsin reviewed the February 2011 Activity Police Report, Month by Month 2011 Report and February 2011 Traffic Surveys. He also stated that several of the accidents were reported as rear ends at Hwy 141 and Big Bend. He said that these accidents are not controllable and occur mainly from drivers not paying attention. Trustee Whitmore questioned if placing Red Light Cameras at the intersection would help. Officer Ponsin responded in his personal opinion, that it would not help and was not a proponent of Red Light Cameras. Trustee Graves stated that even though we don't get revenue from fines, it is perceived by the residents that we may be trying to do that. Administrator Yahl reviewed the 12 accidents this month with the Board per a report given to her by Officer Deakin.

SPECIAL DISCUSSION

Proposed Computer Software and Hardware Updates/Purchases: Administrator Yahl stated that she had received quotes from Acumen Consulting and had asked Dave Mueller to review these quotes for the purchase of notebooks for the Trustees; new email hosting; and installing Office 2010 to include Access to the computers. Mr. Mueller discussed with the Board what these proposed notebooks would have the ability to do. Then security and what the use of these notebooks would include was discussed in detail. Administrator Yahl was asked to meet again with Mr. Mueller to find the best security system for the proposed notebooks and update the capabilities and provide another quote for the next Board meeting. The Board agreed that Administrator Yahl had the authority to purchase the updated Office Software and new e-mailing system for the Village. Next, Administrator Yahl stated that she, office staff and Trustee Slama met earlier in the week with Ed Purvis of Record Management Solutions to review the aXs Info Document Management Software System and reviewed the software capabilities with the Board. Trustee Slama motioned to accept the bid for \$4,150, seconded by Chairman Brockmann. Motion carried 5-0.

Future Stormwater Projects: Administrator Yahl stated that Eric Buehler could not attend the meeting due to a night class, but told the Board that he met with Perry Eckhardt from Missouri Department of Conservation and Jay Wolhschlaeger to tour the park and determine their opinions on how to handle erosion and drainage issues within the Park. Administrator Yahl stated that Mr. Buehler would be meeting with the Park Committee on March 10th to review the same with them for future planning and recommendations to the Board. Administrator Yahl stated that Mr. Eckhardt suggested we use TRIM grant funds to create a tree inventory of Village trees. Chairman Brockmann asked that the following questions be asked and then advise the Board as follows:

1. Can you manipulate the database once configured?
2. Who maintains and or updates?
3. Is Crown Management involved?

Administrator Yahl stated that she would get answers and pass along to Board members.

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

- Kara Browning had to decline the job offer for Part-Time Accounting Clerk and has also resigned from the City of Fenton, due to health issues. Amy Chapleau was hired and began working on Monday, February 28th.
- Invited the Board to attend the Clerk's Luncheon that will be held at Krieger's on March 17th and to let her or Assistant Village Clerk Ratliff know if they can attend so reservations can be made.
- St. Louis County Inspector, Mike Megan advised her that the resident at 1318 Boly Lane had cleared the front yard but still needed to address the back and side yard. Mr. Megan advised that he would send an extension letter to the resident to complete the work.

- Landesign had worked in the Park today and completed the grading. She advised that the mulch was put by the basketball court and would be removed transferred to the back trail by summer employees.
- Showed pictures of the new planters at the Enhancement that have cracked and are no longer under warranty. Chairman Brockmann advised that she would need to contact someone that can place a backer rod in the cracks and caulk them.
- Showed Board pictures sent by resident Cheryl Stahl showing Waste Management on her property. Administrator Yahl forwarded the picture and video to Waste Management and Midwest Scapes as a reminder and will forward a letter to Ms. Stahl.

Village Attorney's Comments: Attorney Hartzog reported that he intended to file the Burcham Lawsuit but found out that Marilyn Bauer, who he needed to contact, had fallen ill and asked the Board if they felt he should get a disposition. The Board was in favor of proceeding with the deposition. He added that he will also have another lawyer to represent Administrator Yahl in the case.

Chairman and Trustee Comments:

- Trustee Dresner stated that a resident of Valley Park asked if the Board of Trustees would be willing to donate \$150.00 to the Special Canine Unit with the St. Louis Police Department for a new camera. Trustee Slama motioned to make the donation of \$150.00, seconded by Chairman Brockmann and motion passed with the unanimous consent of the Board.
- Trustee Whitmore asked if Administrator Got any prices from a private mosquito control company yet. Administrator Yahl stated that she had sent an e-mail to other St. Louis county municipalities and they all use either their own Public Works Department or contract with St. Louis County.
- Trustee Whitmore passed out a sales tax comparison survey to review with the Board. Administrator Yahl offered to display in Excel for the Board to review.

FINAL CITIZEN COMMENTS

No final citizen comments.

MOVE TO EXECUTIVE SESSION

Chairman Brockmann motioned to go into Executive Session at 8:30 p.m. to hold a closed meeting to discuss legal matters pursuant to Section 610.021 {1, 2 & 3}, seconded by Trustee Graves. 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 Whitmore motioned to adjourn the regular meeting at 9:05pm, seconded by Trustee Dresner. Motion passed with the unanimous consent of the Board.

Drafted By: Sharon Ratliff
Sharon Ratliff
Village Assistant Clerk

Date of Approval: March 16, 2011

ATTEST:

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

Paul Brockmann
Paul Brockmann
Chairman, Board of Trustees