

PUBLIC MEETING – TENTATIVE AGENDA
WEDNESDAY, JULY 20, 2011 – 7:15 P.M.
VILLAGE OF TWIN OAKS – BOARD OF TRUSTEES’ MEETING
1393 BIG BEND ROAD, SUITE F, TWIN OAKS, MO 63021
(Next Bill #351 Ordinance #338 Resolution #77)

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 July 6, 2011
 - b. Paid Bills as of July 1, to July 13, 2011
 - c. Financial Report as of June 30, 2011
6. CITIZEN COMMENTS
7. PRESENTATION
 - a. Review of the 2010 Audit; Mike Williams, Hochschild, Bloom and Company
8. REPORT OF COMMITTEES/COMMISSIONS/CONTRACTORS
 - a. Police-Officer Mike Maxwell
 - b. Park-Chairperson Lisa Eisenhauer
9. OLD BUSINESS
 - a. Discussion of Amending Seat Belt Traffic Code
10. NEW BUSINESS
 - a. Bill No. 350 – An Ordinance Amending Chapter 131 “Purchasing Policy”
11. APPOINTMENT TO PLANNING AND ZONING COMMISSION
12. SPECIAL DISCUSSION
 - a. Amending Investment Policy
 - b. Discussion of Amending or Rescinding Chapter 620 “Restaurant Operation”
 - c. Changing Speed limit from 45 to 50 on Highway 141
 - d. Amending Fireworks Ordinance
 - e. Village Hall Update
 - f. Ticketing
 - g. Village Administrator’s Report
 - h. Village Attorney’s Comments
 - i. Chairman and Trustee Comments

13. FINAL CITIZEN COMMENTS

14. MISCELLANEOUS

15. ADJOURNMENT

16. 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., JULY 18, 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, JULY 20, 2011**

The meeting was called to order at 7:23 pm in the Board Room of the Village Office. Roll Call was taken.

Trustees: Ray Slama, Chairman - yea Jeff Graves - yea
 Jason Sohn - yea Dennis Whitmore - yea
 Mary Young - 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 Slama requested a motion for approval of the agenda. Trustee Graves motioned to approve the agenda as submitted, seconded by Trustee Whitmore and motion passed with the unanimous consent of the Board.

CONSENT AGENDA

Chairman Slama requested a motion for approval of the consent agenda. Trustee Whitmore extracted the Minutes of July 6, 2011 and Paid Bills as of July 1 to 13, 2011. Trustee Whitmore advised that on page 2 of the Minutes, under Amending Village Purchasing Policy that 131.020 (E) should read 131.050 (E) and under Section 131.040 (C) the sentence should be corrected to read; "For purchases of five thousand dollars (\$5,000.00) or greater, bids and recommendations will be submitted to the Board of Trustees. Trustee Whitmore asked for clarification on Paid Bills on how many rope light reels were purchased from Take Three, Inc. Administrator Yahl advised 12 reels. Trustee Whitmore then requested that on page 5c) 4; Profit & Loss Budget vs. Actual under account 6034.2 – Events/Entertainment/Food that QuickBooks be changed to read "Playground Dedication" instead of Park Dedication. Trustee Whitmore motioned to approve the Meeting Minutes of July 6, 2011, Paid Bills as of July 1 to July 13, 2011 and Financial Report as of June 30, 2011 as amended, seconded by Trustee Young and motion passed with the unanimous consent of the Board.

CITIZEN COMMENTS

No citizen comments.

PRESENTATION

Review of the 2010 Audit: Mike Williams of Hochschild, Bloom & Company reviewed the 2010 Audit Report with the Board. A question/answer period ensued. Mr. Williams stated that the Village will be required to implement GASB Statement No. 54 by December 31, 2011, which Administrator Yahl confirmed had already been started. Chairman Slama asked questions regarding LAGERS and Administrator Yahl was asked to research exactly what the Village is responsible for per employee.

REPORT OF COMMISSIONS, COMMITTEES, & CONTRACTORS

Police Report – Officer Mike Maxwell reviewed the Police Activity Report that was provided in the packet. Officer Maxwell presented an Emergency Evacuation Plan that he discussed with the Board at the previous meeting that he would like to implement for the Board meetings. Officer Maxwell then introduced, Officer Kim Mueller with St. Louis County Police Department advising that she will be taking over his duties in the Village for a month while he is on vacation. Trustee Whitmore advised that the last six months a car has been damaged several times on Birnamwood Drive and the owner questioned him if they could set up a surveillance camera on the electric pole. Attorney Hartzog advised that it would be in the best interest of the Village to not get involved.

Park Committee Report: Chairperson, Lisa Eisenhauer reported that the Park Committee met on July 14th and discussed the following:

- Eric Buehler, Maintenance Supervisor presented the Committee with plant suggestions to implement in the park.
- Looking into having mulch blown in the park plant beds vs. hand shoveling the mulch.
- Discussed the possible use of community block grant funds for potential park projects.
- Discussed fencing behind the playground. The Committee asked Officer Maxwell his thoughts of having an open fence and he advised that would be an open invitation for kids or anyone to hide behind the fence and did not feel it would be safe. The Board asked Officer Maxwell to discuss his apprehensions with Ms. Stahl.
- Discussed issues involving two residents at the Golden Oak park path with their side of their fences not being kept up by the Village. Upon discussion and history of the installment of the fence, it was determined that since the fence is built six inches east of the property line, it is indeed the Village's fence, but because staining is an aesthetic and not maintenance, they would not stain the residential side of the fence at this time.
- Spoke with Jay Wohlschlaeger, SWT before the meeting and Jay stated that the surface installers are not coming next week but the week of August 1st. As soon as Chairperson Eisenhauer receives an exact date she will update everyone, until then, Landesign will continue working on grading, sealing and possibly planting around the playground area.

- August 20 is the concert in the park with a rain date of August 27.
- Looking into pricing to have the tennis court repaired/replaced. Once the bids are received, the Committee will determine if they have the funds to repair the court this fall or budget for 2012. They will also decide if it is safe to leave the tennis court open in its current condition.
- Discussed letting the Board decide on how to handle the Park Service Road entrance repairs.
- Discussed cancellation procedures if the fireworks event gets cancelled due to rain in the future. Administrator Yahl stated that steps have already been made for the future.
- Playground Dedication will be held prior to the concert scheduled on August 20th in the Park.
- Discussed to have the bridge put back in place on the walking path which Administrator Yahl confirmed had already been completed.
- Waterfall pump has been off since Friday, July 15th and waiting for representative to schedule a time for repair.

OLD BUSINESS

Discussion of Amending Seat Belt Traffic Code: At the last Board meeting, the Board requested Village Attorney Hartzog research the primary seat belt policy that Officer Maxwell had suggested that the Village implement. Attorney Hartzog stated he agrees that the current State law does not permit municipalities to adopt legislation making seat belt usage a primary stop reason and does not recommend a change in State law on this issue. The Board discussed this issue and determined no action was needed. Chairman Slama thanked Officer Maxwell for his suggestion.

NEW BUSINESS

Bill No. 350 – An Ordinance Amending Chapter 131 “Purchasing Policy” First reading of Bill No. 350 was given. Administrator Yahl stated that at the last Board meeting the Board had discussed making amendments to the Purchasing Policy and requested an Ordinance for approval. Trustee Whitmore motioned that Section 131.040 (C) the words “for final approval” be removed at the end of the sentence, seconded by Trustee Graves and motion passed with the unanimous consent of the Board. The second reading of amended Bill No. 350 was given. Trustee Whitmore motioned to adopt Bill No. 350 as amended, seconded by Trustee Graves. Roll call was taken and motion carried 5-0 as follows: Trustees Whitmore - yea, Slama - yea, Young, yea, Sohn – yea and Graves - yea. Chairman Slama stated that Bill No. 350 being duly passed on July 20, 2011 now becomes Ordinance 338.

APPOINTMENT TO PLANNING AND ZONING COMMISSION

Chairman Slama motioned to appoint Frank Venturella of 118 Crescent Road to the Planning and Zoning Commission with his term expiring May 2013, seconded by Trustee Whitmore and motion passed with the unanimous consent of the Board.

SPECIAL DISCUSSION

Amending Investment Policy: At the last Board meeting, the Board rescinded Resolution #19, which eliminated the 6-mile radius policy the Village had been using when seeking CD rates and banking services and requested Attorney Hartzog to review the Village's current policy with current State requirements. Attorney Hartzog provided his recommendations for the Board to review. After discussing the changes, the Board requested that an ordinance be prepared for the next Board meeting.

Discussion of Amending or Rescinding Chapter 620 "Restaurant Operation": Administrator Yahl stated that after reviewing Chapter 620 "Restaurant Operation" Administrator Yahl asked if the Village is supposed to do the things called for in this chapter as it did not appear that it has been down in years. Administrator Yahl stated that she spoke to a representative with St. Louis County Department of Health and was informed that the restaurants within the Village are inspected on a regular basis by them but they no longer mail the reports and can be found on their website. After reviewing the Village code with Attorney Hartzog they are asking the Board to either amend or rescind this section of the Code since it no longer applies. The Board agreed to rescind Chapter 620 but to include that St. Louis County Department of Health will regulate the Village's restaurants and give them a link to the site. An ordinance will be prepared for the next Board meeting.

Changing Speed Limit from 45 to 50 on Highway 141: Chairman Slama stated that if you are driving north or south on Highway 141, the speed limit changes between Manchester and Valley Park and suggested that the Board consider changing the Village's speed limit from 45 mph to 50 mph to make the entire area the same speed limit. Chairman Slama stated that he discussed this with both Police Officers Chad Deakin and Mike Maxwell and agreed a change could be made. Discussion followed and the Board requested that an ordinance be prepared for the next Board meeting to allow this change.

Amending Fireworks Ordinance: Administrator Yahl stated that Officer Maxwell pulled over someone last week for speeding and found the driver's trunk full of fireworks. In our current ordinance, Section 210.060 (B) states that it shall be unlawful for any person to manufacture, sell, offer for sale, expose for sale, use or discharge fireworks within the Village limits. Officer Maxwell has requested that the Board add "possess" into that sentence. Possess is in the County Code and Officer Maxwell stated the Village may want to update our code to match County's code. Discussion followed. Attorney Hartzog was asked to research our ordinance and to confirm that our ordinance should be changed. If needed, Administrator Yahl was asked to have an ordinance prepared for the next meeting.

Village Hall Update: Trustees Sohn reported that Trustee Whitmore, Administrator Yahl and he, met with Art Bond of Bond/Wolf to discuss 50 Crescent as a location for the Village Hall and asked Mr. Bond to utilize the plan that their firm had created for the Village in 2007. They also discussed staff thoughts for what was needed within the

building. Mr. Bond was asked to review the needs of the staff and give a bid for conceptual and actual design costs for the Board to review. The bid was received with a total not-to-exceed estimate of \$5,980. Administrator Yahl was asked to question why travel would be included in their bid. Trustee Whitmore motioned to engage Bond/Wolf to proceed with the design estimate, seconded by Trustee Graves and motion passed with the unanimous consent of the Board.

Ticketing: Trustee Whitmore provided a copy of his ideas on changing the traffic ticket for the Village when an Officer pulls someone over. Trustee Slama stated that we don't hold court or take in any revenue in at this time. Trustee Whitmore explained his proposed changes to the ticket as follows: Option 1: You may skip any court appearance and pay this fine directly, by check or money order only, payable to: "Village of Twin Oaks" or Option 2: You may go to St. Louis County Court if you decide to contest this ticket. Chairman Slama stated that before the Board can make any decisions regarding the way the tickets should read, Attorney Hartzog, Administrator Yahl and himself want to meet with the St. Louis County Police Department regarding the police contract, holding our own court and court services. Trustee Whitmore suggested we get a P. O. Box and would like to add to the August agenda.

Village Administrator's Report: Administrator Yahl provided the Board with a written report. The following was discussed:

- Scanning technology is still in progress with the agendas, minutes, ordinances/resolutions, and residential files being completed. Administrator Yahl stated that they have had a part-time student scanning and is half way through the commercial files.
- Administrator Yahl stated that she researched who other municipalities use for investment services and found Public Fund Investment Strategies, Pieper Jaffray & Company, Gilmore & Bell and Stifel, Nicolus are the most common. The Board agreed to have Chairman Slama and Administrator Yahl meet with one of the companies and bring back their recommendations to the Board.
- Provided a copy of a new form; Request for Public Records for the Office Staff to use when receiving research requests for sunshine documents that the Office has received quite a few of this summer.
- Administrator Yahl stated that Captain Sack with the St. Louis County Police Department was promoted and will now be working to implement the Emergency Response Center and no word on who will be taking Captain's place.
- New concrete walk at 50 Crescent Avenue has been completed. The outstanding repair items include removing rotted railroad ties and installing $\frac{3}{4}$ fire-stopped drywall in the garage. Administrator Yahl recommended that these items not be addressed at this time. The Board agreed.

Village Attorney's Comments: Attorney Hartzog stated that the case between the Village of Twin Oaks vs. Kathleen Yahl regarding amending the minutes of the January 17, 1996

Regular Meeting on Sales Tax Increase was heard on Friday, July 15th and the court authorized and directed to amend the minutes clarifying the actual actions taken.

Chairman and Trustee Comments: No comments made.

FINAL CITIZEN COMMENTS

No final citizen comments.

MOVE TO EXECUTIVE SESSION

Chairman Slama asked that the Board go into Executive Session. Trustee Graves motioned to go into Executive Session at 9:16 p.m. to hold a closed meeting to discuss legal matters pursuant to Section 610.021 {1, 2 & 3}, seconded by Trustee Young. Motion passed with the unanimous consent of the Board. Roll Call: Trustees Graves – yea, Young – yea, Slama - yea, Whitmore – yea and Sohn - yea.

ADJOURNMENT

There being no further business, Trustee Young motioned to adjourn the regular meeting at 10:20pm, seconded by Trustee Sohn. Motion passed with unanimous consent from the Board.

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

Date of Approval: August 3, 2011

ATTEST:

Kathleen Yahl
Kathleen Yahl, MPCC/MMC
Village Administrator Clerk

Ray Slama
Ray Slama, Chairman
Village Board of Trustees