

**MINUTES OF THE WORKSESSION
CITY OF TWIN OAKS BOARD OF ALDERMEN
WEDNESDAY, NOVEMBER 15, 2017**

The Work Session Meeting was called to order by Mayor Fortune at 6:33 p.m. in the Board Room of the City Office pursuant to public notice and agenda. Roll Call was taken:

Mayor Russ Fortune-yea

Aldermen Lisa Eisenhauer – yea
Tim Stoeckl – yea
Jeff Graves – yea
Dennis Whitmore – yea

Also Present: Paul Rost, Village Attorney
Kathy A. Runge, Administrator/Clerk

**BALKE-BROWN PRESENTATION (PROPERTY MANAGERS FOR
BIG BEND SQUARE)**

Mayor Fortune welcomed Chris Zoellner from Balke-Brown. Balke-Brown is the property management company for Big Bend Square. Mayor Fortune stated that this is an opportunity for the Board to meet Mr. Zoellner and to get an update on the progress of commercial prospects for the shopping center. Mayor Fortune would like to begin a line of communication between the City and Balke-Brown

Mr. Zoellner stated that they are in negotiations with several commercial prospects, however since they are in the negotiation stage he is unable to reveal any names. Mayor Fortune ask if they were talking with an urgent care facility for the out lot. Mayor Fortune informed Mr. Zoellner that clinics are not allowed in the City. Administrator Runge stated that she will email Mr. Zoellner a list of prohibited businesses within the City.

Alderman Whitmore inquired about getting copies of the floorplans for the apartments. Mr. Zoellner said that he would be able to get copies for the Board however, they are not for public viewing. Once the construction has reached a certain level of completion, a leasing office will be set up and at that time people will be able to come to the leasing office to view the floor plans.

ADMINISTRATOR'S REPORT

- **Twin Oaks Town Hall:** I reported the three week outlook at our last meeting two weeks ago so most is going according to schedule. The drywall and tile are going in, plumbing fixtures and bathroom partitions, and painting of the walls has been done. The schedule looks as if Wright will still be working at least through the week of December 4th. We will still have our punch list to go through and discussions regarding some costs.
- **Villages at Big Bend Square:** I have been told that the re-facing of the strip mall should be completed by the end of the month. They also submitted a permit for enhancing Kriegers to allow easy access to their future patio area. We also received an \$11,XXX check from Haley Holdings to cover the additional costs that were incurred during the preliminary and final development process. These costs covered additional work for Paul Rost, BFA and staff time.
- **Lighting on Big Bend:** Russ and I met with our lighting distributor, Mike Cortez from Hollophane, this week to review locations for the lights we plan to install. During this discussion, it was realized that Big Bend Square had a different sales rep and somehow did not have the same specs. Fortunately, their Big Bend lights are on back-order so the lighting can be corrected before installation. Tim Breece from Propper has promised that their light standards (on Big Bend) will match ours in the end. Mr. Cortez will be working with Propper and Regions to coordinate this project. I have asked BFA to keep an eye on the process.
- **Sirens (robocall):** Resident calls are almost completed. We have a second training session this coming Monday and also discussions on how we are going to launch our new system.
- **Office Hours:** Just a clarification on the change in office hours – the office will not be closed per se' as I will be here in the afternoons if something arises. The purpose of an adjustment in business hours was two-fold: security as I am here by myself on Friday afternoon and a chance for me to tie up loose ends at the end of the week without interruption. I apologize for not letting all of you know before it was announced. *Discussion ensued concerning the office hours. Administrator Runge stated that she would remain in the office in the event that one of the Aldermen, Ray Frankenberg, Paul Rost or anyone associated with the building projects would call or come to the office she would be available. The decision was made to do this on a trial basis and re-evaluate after we move to the new building.*

ADJOURNMENT

Alderman Whitmore motioned to adjourn the Work Session Meeting at 7:16 p.m., seconded by Alderman Graves and motion passed with the unanimous consent of the Board of those present.

Drafted By: Theresa Gonzales
Theresa Gonzales,
Administrative Assistant

Date of Approval: 12-6-17

ATTEST:

Kathy A. Runge
Kathy A. Runge,
City Administrator/Clerk

Russ Fortune
Russ Fortune,
Mayor, Board of Aldermen