

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF ALDERMEN OF TWIN OAKS,
TWIN OAKS TOWN HALL
ST. LOUIS COUNTY, MISSOURI
WEDNESDAY JANUARY 17, 2024**

Mayor Russ Fortune called the meeting of the Twin Oaks Board of Aldermen to order at 7:00 p.m. Roll Call was taken:

Mayor: Russ Fortune – yea
Aldermen: April Milne – yea Lisa Eisenhauer – yea
Dennis Whitmore – yea Tim Stoeckl – yea

Also Present: Frank Johnson, City Clerk/Administrator
Paul Rost, City Attorney
David Watson, Financial Consultant

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

Mayor Fortune asked for a motion to approve of the Agenda. Alderman Dennis Whitmore so motioned, seconded by Alderman Lisa Eisenhauer. The motion passed by a unanimous voice vote.

APPROVAL OF THE CONSENT AGENDA

Mayor Fortune asked for a motion to approve the Consent Agenda consisting of Regular Meeting Minutes from January 3, 2023; Bills List from December 30, 2023 to January 12, 2024; and the Credit Card List from December 1 to December 31, 2023. City Clerk/Administrator Frank Johnson added a SLACMA invoice to the Bills List. With no further additions or corrections, Mayor Fortune asked for a motion to approve the Consent Agenda. Alderman Tim Stoeckl motioned to approve the consent agenda as amended, seconded by Alderman April Milne. The motion passed by a unanimous voice vote.

REPORT OF COMMITTEES/COMMISSION/CONTRACTORS

Financial Statements: Financial consultant David Watson reviewed the financial report for the month ending December 31, 2023. He stated that this report reflects the previous twelve months. He stated that the City’s balance sheet has remained steady over the past few months with the total of all funds totaling \$2,232,634. He added that this report will be updated following the collection

DISCUSSION ITEMS

City Clerk/Administrator Job Posting: Mayor Fortune opened the discussion stating the importance of posting this opening as soon as possible to begin receiving applications for review. He asked for the Board’s input to decide if this job posting should be for an Administrator/City Clerk or for a City Clerk. He reviewed that City Clerk/Administrator Frank Johnson was initially hired as a City Clerk and moved into the position of Administrator. He then reminded the Board that with the addition of the title of Administrator, the City Code needed to be updated to reflect the title change and will need to be amended if the Board decides to advertise for City Clerk. Discussion ensued and the Board agreed to advertise for a City Clerk and give the new candidate an opportunity to grow into an Administrator. Mayor Fortune remarked that the Board would make the appropriate changes to the ordinance and mentioned that City Clerk/Administrator Johnson will be preparing a job description for posting.

Mayor Fortune added that City Clerk/Administrator Johnson’s employment with the City has been a perfect fit. He expressed thanks from the Board and himself and wished Mr. Johnson well in his future endeavors. City Clerk/Administrator Johnson thanked the Board for the opportunity and remarked that he has enjoyed working with everyone.

Town Hall Lighting: City Clerk/Administrator Johnson presented various lighting options and a new maintenance for the City Hall outside lighting. He explained that a maintenance agreement is required to keep lighting on the building and the current proposal is \$1,600 for the year and that includes inspection every 90 days and service calls throughout the year. He also presented various options of light bulb shapes and appearance. Discussion ensued and the Board agreed to replace the current lights with a round bulb that will match the Villages of Twin Oaks apartments for an additional cost of \$1,468. Alderman Whitmore motioned to change the lights to round bulbs, seconded by Alderman Stoeckl. The motion pass by a unanimous voice vote.

ATTORNEY’S REPORT

City Attorney Paul Rost stated that he has been working with City Clerk/Administrator Johnson to prepare for the upcoming Planning and Zoning Commission meeting to discuss fencing and subdivision sidewalk regulations.

CITY CLERK’S REPORT

City Clerk/Administrator Johnson referred the Board to his written report and provided a summary of its contents. He informed the Board that he requested an estimate for providing medical benefits to City employees from insurance firm Daniel and Henry and would bring it to the Board for discussion in a work session at the February 7 meeting.

MAYOR & ALDERMEN COMMENTS

Mayor Russ Fortune mentioned that he would like to have a luncheon with the staff and Board members on Frank’s last day at Carretas. He asked for Paula to make arrangements.

Alderman Eisenhower mentioned that the temperature thawed to a pleasant 40 degrees.

Alderman Whitmore teased the Board saying that a task he had given to City Clerk/Administrator Johnson concerning taking over the lighting challenges was the reason he was leaving.

FINAL CITIZEN COMMENTS

No citizen comments.

ADJOURNMENT

There being no further business Mayor Fortune asked for a motion to adjourn the meeting. Alderman Eisenhower so motioned, seconded by Alderman Stoeckl and the regular meeting was adjourned at 7:49 p.m.

Drafted By: Paula Dries
Paula Dries
Assistant City Clerk

Date of Approval: 2-7-24

ATTEST:

Frank Johnson
Frank Johnson
City Clerk/Administrator

Russ Fortune
Russ Fortune,
Mayor, Board of Aldermen