

**MINUTES OF THE WORK SESSION
TWIN OAKS CITY HALL
CITY OF TWIN OAKS BOARD OF ALDERMEN
WEDNESDAY, JULY 7, 2021**

The Work Session was called to order by Mayor Fortune at 6:16 p.m. pursuant to public notice and agenda. Roll Call was taken:

Mayor Russ Fortune-yea

Aldermen Lisa Eisenhauer –absent
Tim Stoeckl-yea
April Milne – yea
Dennis Whitmore – yea

Also Present: Frank Johnson, City Clerk
Erin Seele, Attorney

PARENTAL LEAVE POLICY

City Clerk/Administrator Johnson reviewed the proposed Parental Leave Policy with the Board. This policy was adopted from the City of Wentzville. The policy sets out 6 weeks of paid leave for full time employees. This time does not need to be used at one time but must be used within 6 months. City Clerk/Administrator Johnson feels that since Twin Oaks is not large enough to offer other benefits this would be a good incentive for future personnel.

Alderman Milne asked if six weeks would be comparable to other cities that offer parental leave. City Clerk/Administrator Johnson will check with other cities and what their policies set out.

Alderman Stoeckl verified that during this time City Clerk/Administrator Johnson will be available if needed. He stated that he would be available if needed. He did state that City Hall hours will be temporarily changed since Administrative Assistant Gonzales hours are different.

KEB ACCOUNTING PROPOSAL

Kelly Harrell, Sr. Manager with KEB presented the accounting proposal via Zoom. Rick Gratz, Engagement Partner will oversee all of the aspects of the services provided to the City. He was not in attendance during the meeting.

The City will be charged a flat monthly rate of \$900. This would include most of the needs of the City. Additional services would be charged at an hourly rate. The rate would be determined by who is performing the service.

Alderman Whitmore asked which cities Mr. Gratza has worked with. Ms. Harrell stated that he has worked with Ballwin, Bellerive, St. Charles and several smaller cities located in Illinois. Ms. Harrell will get a list of the cities to City Clerk/Administrator Johnson.

City Clerk/Administrator Johnson asked their approach of integrating our current procedures with their system. Ms. Harrell stated that the transition should be smooth. There will be some changes in the financial package presentations, however if there are aspects the City would like to keep they would be willing to work to accommodate. The monthly report is built into the monthly fee.

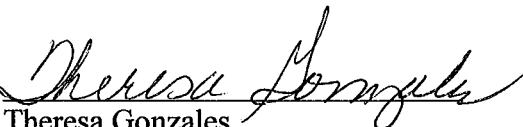
KEB's policy is they would attend the Board meetings virtually. Normally if they attend in person this would be an additional hourly cost. Ms. Harrell stated that she would attend in person and thought this would be included in the monthly charge.

Alderman Stoeckl asked what the financial presentation would look like. Ms. Harrell stated there would be the Executive Summary which will contain the key highlights of the month. The supporting information would also be attached as a reference. Ms. Harrell will send a sample templet of the financial presentation to the City office.

City Clerk/Administrator Johnson asked what the budgeting process would look like. At this time our financial consultant does most of the budgeting work with City Clerk/Administrator Johnson and the Board and he then incorporates the input of the Board into the proposed budget. Ms. Harrell stated this is not their normal process, however she will look into the City's process. The budget process is also normally included in the monthly fee.

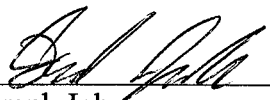
ADJOURNMENT

Alderman Whitmore motioned to adjourn the Work Session Meeting at 7:00 p.m., seconded by Alderman Milne and motion passed with the unanimous consent of the Board of those present.


Drafted By: 
Theresa Gonzales,
Administrative Assistant

Date of Approval: 7-21-2021

ATTEST:



Frank Johnson,
City Clerk



Russ Fortune,
Mayor, Board of Aldermen