

**CITY OF TWIN OAKS
BOARD OF ALDERMEN MEETING
BOARD CHAMBERS, TWIN OAKS CITY HALL
1381 BIG BEND ROAD
WEDNESDAY, SEPTEMBER 16, 2020, 7:00 p.m.**

To balance both the need for continuity of government and protection of the health and safety of our residents, business persons and employees, this meeting of the Board of Aldermen will be open to public attendance in person, providing that those who attend wear face coverings and maintain social distancing.

In addition, the meeting will also be livestreamed on Facebook so that the public may watch and listen to the meeting virtually. The livestream of the meeting will be accessible by tablet/laptop/PC or mobile device at www.facebook.com/twinoaksmo.

The Board apologizes for any inconvenience these requirements may pose but it is extremely important all measures in compliance with the orders issued by public health authorities be taken to protect employees, residents, and elected officials during these extraordinary times.

Residents and others who wish to comment may also email their comments to City Clerk Frank Johnson, fjohnson@cityoftwinoaks.com, by 6 p.m. on September 16, 2020, and their comments will be shared with the Board at the appropriate time.

Tentative Agenda

- 1) REGULAR MEETING CALLED TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
- 5) APPROVAL OF CONSENT AGENDA
 - a) Board of Aldermen Regular Session Minutes from September 2, 2020
 - b) Board of Aldermen Work Session Minutes from September 2, 2020
 - c) Bills List from August 29 to September 11, 2020
 - d) Credit Card List from July 17 to August 16, 2020
- 6) PROPERTY TAX PUBLIC HEARING
- 7) REPORT OF COMMITTEES/COMMISSIONS/CONTRACTORS
 - a) Park Committee — Cindy Slama
 - b) Financial Statements — Jeff Blume
- 8) PRELIMINARY CITIZEN COMMENTS
- 9) OLD BUSINESS
 - a) Playground Reopening

10) NEW BUSINESS

- a) Bill No. 20-12: AN ORDINANCE ESTABLISHING THE ANNUAL RATE OF TAX LEVY FOR THE YEAR 2020 ON ALL REAL PROPERTY WITHIN THE CITY OF TWIN OAKS, MISSOURI: PROVIDING FOR THE EXTENSION OF SAID TAXES ON THE BOOKS OF THE COLLECTOR OF REVENUE AND PROVIDING FOR THE COLLECTION THEREOF BY THE COLLECTOR FOR THE CITY OF TWIN OAKS, MISSOURI.
- b) Bill No. 20-13: AN ORDINANCE RE-ADOPTING RE-ESTABLISHING AND MAKING PUBLIC A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL PERSONAL INTEREST OF CERTAIN MUNICIPAL OFFICIALS.

11) DISCUSSION ITEMS

- a) National Night Out on Oct. 6
- b) Fishing Policy at Twin Oaks Park

12) ATTORNEY'S REPORT

13) CITY CLERK'S REPORT

14) MAYOR AND ALDERMEN COMMENTS

15) FINAL CITIZEN COMMENTS

(Remarks shall be limited to three (3) minutes on any one subject unless time is extended by the Board)

16) ADJOURNMENT

Frank Johnson
City Clerk

POSTED: September 14, 2020, 3:00 p.m.

Please note: Any person requiring physical or verbal accommodations should contact the city office 12 hours prior to meeting at 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 THE REGULAR MEETING OF THE
BOARD OF ALDERMEN OF TWIN OAKS,
TWIN OAKS TOWN HALL
ST. LOUIS COUNTY, MISSOURI
WEDNESDAY, SEPTEMBER 2, 2020**

The meeting of the Twin Oaks Board of Aldermen was called to order at 7:14 pm. Roll Call was taken:

Mayor: Russ Fortune-yea

Aldermen: April Milne –yea
Dennis Whitmore –yea

Lisa Eisenhauer – yea
Tim Stoeckl – yea

Also Present: Frank Johnson, City Clerk
Paul Rost, City Attorney

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 if there were any changes to the agenda. Hearing none, Alderman Whitmore motioned to approve the Agenda, seconded by Alderman Milne. The motion passed by voice vote.

APPROVAL OF THE CONSENT AGENDA

Mayor Fortune asked if there were any changes to the Consent Agenda consisting of the August 19 2020 Regular Session Minutes and the Bills List from August 15, 2020 to August 28, 2020. Alderman Eisenhauer motioned to approve the Consent Agenda, seconded by Alderman Whitmore. The motion passed by voice vote.

REPORTS OF COMMITTEES/COMMISSIONS/CONTRACTORS

Police Report: Officer John Wehner reviewed the August Police Report and his hours on the bike.

PRELIMINARY CITIZEN COMMENTS

Joe Krewson thanked the Board for considering sidewalks on Crescent Avenue. He is in agreement with the Board that Crescent Avenue is one of the City's biggest safety issues. He also stated that the inclusion of curbs as part of the sidewalk project is also beneficial,

as the curbing in front of his house has crumbled and during heavy rains his yard collects the rainwater running down Crescent Avenue.

NEW BUSINESS

Bill No. 20-11-An Ordinance Amending Ordinance No. 20-10 Approving A Second Amended Final Development Plan Submitted By Rossman Partners, LLC For The Outlot Of The Big Bend Square Mixed-Use Development: First reading of Bill No. 20-11 was read. Mayor Fortune ask if there was any discussion on Bill No. 20-11. The second reading of Bill No. 20-11 was read. Alderman Stoeckl motioned to approve Bill No. 20-11, seconded by Alderman Eisenhauer and the motion passed on a roll call vote as follows: Aldermen Milne-yea, Eisenhauer-yea Whitmore-yea and Stoeckl-yea. Mayor Fortune stated that Bill No. 20-11 being duly passed becomes Ordinance No. 20-11.

DISCUSSION ITEMS

City Clerk Johnson reviewed the memo he submitted to the Board outlining the reopening plans for Kirkwood and Manchester. These cities presented their plans to St. Louis County for approval.

Cindy Slama, Park Chairman, stated that she felt the Park Committee would be in favor of opening the playground at this time.

Mayor Fortune stated that the City cannot police the number of children on the playground, but would have to rely on the honor system.

Alderman Milne stated that the City needs to be very clear of the capacity and the rules for the playground for the playground to remain open.

The Board agreed that adequate signage needs to be posted stating the capacity and the rules.

Alderman Whitmore stated that the virus is not decreasing and does not feel at ease opening the playground at this time. He feels that the playground does draw large crowds and this could present a problem.

Alderman Eisenhauer felt it is worth seeing what happens if the playground is open. She felt that during the shutdown people were respectful in the Park keeping social distance and feels we will see the same cooperation with the playground opening.

The Board agreed that City Clerk Johnson will talk with Jan-Pro who is cleaning the Comfort Station in the Park, regarding the cost to sanitize the playground.

Mayor Fortune stated he would like City Clerk Johnson to develop a reopening plan to be submitted to St. Louis County. Attorney Rost was in agreement.

Alderman Milne motioned to have City Clerk Johnson explore the cost of professionally sanitizing the playground, seconded by Alderman Eisenhower and the motion passed by a voice vote, 3 yes and 1 opposed.

ATTORNEY'S REPORT

Attorney Rost spoke about the Payroll Tax Deferral proposed by President Trump. Any employer can participate, but it is not required. The tax is deferred not waived. At a future date the tax would have to be repaid. Attorney Rost stated he feels it is in the best interest of the City to not to participate at this time.

Alderman Whitmore motioned to not participate in the Tax Deferral Program and continue to pay the taxes, seconded by Alderman Eisenhower and the motion passed by a voice vote.

CITY CLERK'S REPORT

General Updates

Sinking Fund

- The paperwork for Enterprise Bank is (nearly) completed. Enterprise Bank has opened the new debt service retirement account and the City will begin making contributions on Sept. 1, per the ordinance passed at the August 19 meeting.

Credit Card and Online Payments

- Staff has begun exploring options for processing credit card payments for permit/application fees and facility reservations. Staff will be contacting Enterprise Bank to discuss setup and fees and will work with financial consultant Jeff Blume to formulate policies and procedures for accepting payments.

Project Updates

Dunkin Donuts Development Plan

- The City received the revised elevations and material samples with the updated brick color on Aug. 27. The samples and full-scale color elevations are available at City Hall.

Golden Oak Court Lighting

- Ameren has given the contractor the go ahead for work to proceed. The contractor started digging the trench to connect the conduit to the new light on Friday, August 28. After that is completed, Ameren will install the light and make the connection.

Boly Lane Entrance Lighting

- Approved contract has been sent to the contractor. The pole has been ordered and a start date for the work will be scheduled when it arrives.

MAYOR AND ALDERMAN COMMENTS

Mayor Fortune stated that he received an email regarding the 2020 Census. It stated that President Trump is moving the deadline to September 30, 2020. The email also contained items which can be posted on the website to remind people to participate and to guide them how to fill out their Census form.

Alderman Milne stated that she was in agreement with the email that was received concerning fishing in the Park. She feels that fishing should not be allowed. Discussion ensued. Alderman Milne asked Cindy Slama if she would put this item on the Agenda for the Park Committee meeting.

FINAL CITIZEN COMMENTS

Jeff Graves stated he feels that children and parents fishing in the Park is a good activity. He would like to see the Board keep the catch and release policy.

Mr. Graves also stated that he has seen large groups in the Park taking photographs.

ADJOURNMENT

There being no further business, Alderman Eisenhower motioned to adjourn the regular meeting at 7:55 p.m., seconded by Alderman Whitmore and the motion passed with the unanimous consent of the Board of those present.

Drafted By: _____
Theresa Gonzales,
Administrative Assistant

Date of Approval: _____

ATTEST:

Frank Johnson
City Clerk

Russ Fortune,
Mayor, Board of Aldermen

**MINUTES OF THE WORK SESSION
CITY OF TWIN OAKS BOARD OF ALDERMEN
WEDNESDAY, SEPTEMBER 2, 2020**

The Work Session was called to order by Mayor Fortune at 6:00 p.m. pursuant to public notice and agenda. Roll Call was taken:

Mayor Russ Fortune-yea

Aldermen Lisa Eisenhauer –arrived at 6:15
Tim Stoeckl-yea
April Milne – yea
Dennis Whitmore – yea

Also Present: Frank Johnson, City Clerk
Jeff Blume, Financial Consultant

CAPITAL IMPROVEMENT PROGRAM

Jeff Blume, Financial Consultant, reviewed the City’s financial statement with the Board. He stated that the debt service and the money it costs to run the City takes away from the money to spend on Capital projects. Mr. Blume also restated that the economic climate at this time is very uncertain. He continued by stating that a segment of the population is doing well financially, however a larger portion of people who have lost their jobs are not economically stable. It is uncertain the effect this will have on the City’s finances.

John William, Public Works, had provided an extensive list of repairs and needs within the City. The Aldermen went through the list and categorized each item as “Repairs and Maintenance” or “Capital Project.” Mr. Blume stated this will provide a picture of what the needs are to run the City and they can then be prioritized.

Mayor Fortune stated that the projects he would like to see done this year are:

- Painting of traffic stop bars and islands
- Pavers repaired at Golden Oak
- Lighting at Golden Oak walkway
- Restore creek bed in Northwoods
- Repaving and sealing of Park pathways

Mr. Blume stated that there are some maintenance projects that should be set up on a rotating basis. For example the mulching of the flower beds within the City and Park, certain beds are done in certain years.

Alderman Whitmore stated that he would like to go ahead with resurfacing the paths in the Park and building up the asphalt on the Autumn Leaf Bridge. The Board also would like to go ahead with painting the stop bars at the intersections. The Board also stated they would like more information on the creek bed restoration project before moving forward.

Mr. Blume stated that he will take all of the information from the evening discussion and will organize the information for the next Board meeting. The Board should be able to prioritize the projects by order of importance.

ADJOURNMENT

Alderman Milne motioned to adjourn the Work Session Meeting at 7:08 p.m., seconded by Alderman Eisenhower and motion passed with the unanimous consent of the Board of those present.

Drafted By: _____
Theresa Gonzales,
Administrative Assistant

Date of Approval: _____
ATTEST:

Frank Johnson,
City Clerk

Russ Fortune,
Mayor, Board of Aldermen

City of Twin Oaks						
Bills and Applied Payments						
August 29, 2020-September 11, 2020						
Check No.		Invoice Date	Memo/Description	Invoice No.	Bill Amt	Check Amt
11704	Janet Herbold		Park reservation reimbursement		\$150.00	\$150.00
11705	Blume Accounting & Tax Services, LLC		3rd quarter payment for 2020		\$1,500.00	\$1,500.00
11706	Cunningham, Vogel & Rost					
		8/31/2020	Draft agreement and resolution for Traffic Control; teleconference with N. Thompson of Lease Advisors re Twin Oaks Park tower site; revise building permit application; research re refund policy; review items submitted by Dunkin Donuts; research parking calculations; review BFA comments re lighting; research and draft debt reserve fund policy/resolution; draft ordinance for approval of Dunkin Development Plan; review and revise resolution re debt service reserve policy; review correspondence from Lease Advisors re tower lease; final review of resolution for reserve fund and correspondence re same with F. Johnson and J. Blume; review BFA letter re 1436 Autumn Leaf and correspondence re same; draft minutes from closed session; draft ordinance amending ordinance 20-10; correspondence with D. Vogel re Landmark offer communications; review tower issues; review TOPC site plan and other documents; revise zoning code off-street parking requirements per P&Z	64833	\$4,234.50	
		8/31/2020	Teleconference with F. Johnson re agenda items., P&Z meeting and process for possible redevelopment; finalize memo to Board re agenda item; finalize memo to P&Z commission re zoning code review status; teleconference with F. Johnson re building permits, decks, non-conforming uses; prepare for and attend Board of Aldermen mtg; correspond with F. Johnson re building permits and proposed gymnastic center; correspondence with F. Johnson re review of gymnastic center plan; review correspondence, permit application and code re ROW permit; teleconference with F. Johnson re same; correspondence with F. Johnson and Mayor re Mr. Knox letter; further correspondence re stormwater issues; correspondence re bank account and reserve fund; correspondence with F. Johnson re no-man's land; prepare for and attend Board of Aldermen mtg; finalize draft P&Z minutes an correspondence with F. Johnson re fence complaint; teleconference with F. Johnson re Dunkin, stormwater issues; prepare for P&Z mtg; teleconference with F. Johnson re sign code; attend P&Z mtg; teleconference with F. Johnson re sign permit issue, Autumn Leaf setbacks; correspondence with F. Johnson re payroll tax guidance and conflicts of interest issue.	64834	\$2,433.50	\$6,668.00
11707	Harvey's Services	8/31/2020	Lawn mowing services for City-August		\$3,829.46	\$3,829.46
11708	Lake Management Services, Inc.	9/1/2020	Park lake treatment	17851	\$316.00	\$316.00
11709	MOCCFOA-Eastern Division		Yearly dues for Eastern Division		\$10.00	\$10.00
Online	MO-American Water	8/20/2020	Monthly charge for 1240 Derbyshire Dr. Irrigation		\$1,609.82	\$1,609.82
Online	Waste Management	8/27/2020	Monthly charge for September for City trash pick up		\$3,880.40	\$3,880.40
Online	Ameren Missouri	8/24/2020	Monthly charge for 50 Crescent Ave		\$119.24	\$119.24
Online	Ameren Missouri	8/24/2020	Monthly charge for 141 & Big Bend		\$61.67	\$61.67
Online	Ameren Missouri	8/24/2020	Monthly charge for City Hall		\$1,003.25	\$1,003.25
Online	Ameren Missouri	8/24/2020	Monthly charge for 1 Twin Oaks Ct.		\$352.28	\$352.28
Online	Ameren Missouri	8/24/2020	Monthly charge for 50 Crescent Ave-Waterpump		\$232.04	\$232.04
Online	Spire	8/25/2020	Monthly charge for 50 Crescent Ave.		\$20.37	\$20.37
Online	Mastercard	8/16/2020	Monthly statement-closing date 8-16-2020		\$2,326.31	\$2,326.31
Online	Metropolitan St. Louis Sewer	8/20/2020	Monthly charge for 50 Crescent Ave		\$31.22	\$31.22
Online	MO-American Water	8/20/2020	Monthly charge for City Hall Irrigatin		\$393.20	\$393.20
Online	MO-American Water	8/20/2020	Monthly charge for City Hall		\$45.75	\$45.75
Online	MO-American Water	8/24/2020	Monthly charge for 50 Crescent Ave		\$14.39	\$14.39
Online	Spire	8/25/2020	Monthly charge for City Hall		\$30.82	\$30.82
Online	Marco	8/28/2020	Monthly charge for black and white and color copies		\$205.27	\$205.27
Online	Ameren Missouri	9/3/2020	Monthly charge for street lighting service		\$608.87	\$608.87
Online	MO-American Water	9/2/2020	Monthly charge for 1 Twin Oaks Ct.-Firepark		\$25.20	\$25.20
			Alderman			
			Alderman			

Credit Card List
July 17 - August 16, 2020

Date	Name	Memo/Description	Amount
7/18/2020	Lowes	Heavy duty gloves for the Park	21.96
7/21/2020	Adobe	Monthly charge	14.99
7/21/2020	Government Finance Office	Online books	8.00
7/21/2020	Internation	(3) books-educational	171.90
7/23/2020	Petromart	Fuel for truck and equipment	66.00
7/28/2020	Fish Window Cleaning	City Hall windows	163.00
8/1/2020	Intuit	Monthly charge	70.00
8/3/2020	Zoom	Monthly charge	14.99
8/7/2020	Petromart	Fuel for truck and equipment	45.25
8/11/2020	Fedex Kinkos	Scan of building plans	489.51
8/11/2020	Schnucks	Office supplies	31.00
			1,096.60



**CITY OF
TWIN OAKS, MISSOURI**

**MONTHLY OPERATING
FINANCIAL STATEMENTS**

**AS OF AND FOR THE EIGHT
MONTHS ENDED AUGUST 31, 2020
AND AUGUST 31, 2019**

CITY OF TWIN OAKS, MISSOURI
BALANCE SHEETS
AUGUST 31, 2020 and 2019

	2020	2019
ASSETS		
3-115 Enterprise Bank - Sewer Lateral	\$ 56,683	\$ 56,365
4-113 US Bank Trust Account	136	136
9-100 Petty Cash	100	100
9-111 Meramec Money Market	10,479	10,449
9-112.1 Enterprise Bank-General Checking	41,405	123,737
9-112.2 Enterprise Bank - Gen. Money Market	994,486	892,439
9-112.3 Enterprise Bank - Special Account	59,803	59,539
9-122.2 CD Meramec Valley .5987 9/8/19	115,191	113,992
9-128 Escrow Deposits Payable	(10,000)	(10,000)
9-129 Accrued Interest	88	88
Total Bank Accounts	1,268,371	1,246,845
9-130 Accounts Receivable	854	854
1-180 Taxes Receivable - Road	8,324	9,239
2-180 Taxes Receivable - Park	62,578	27,996
3-180 Taxes Receivable - Sewer Lateral	1,497	1,373
4-180 Taxes Receivable - CI	53,192	23,797
9-180 Taxes Receivable - GF	151,372	104,462
9-180.1 Deferred Property Taxes Receivable	14,741	-
9-181 Other receivables	-	1,210
TOTAL ASSETS	\$ 1,567,986	\$ 1,422,833
LIABILITIES AND EQUITY		
9-210 MVB Credit MasterCard	\$ 628	\$ 4,969
1-201 Accounts Payable - Cap Improve	9,540	5,275
2-201 Accounts Payable - Parks	7,386	17,045
2-240 Park Reservation Deposits	1,450	600
4-201 ACCOUNTS PAYABLE - CIST	-	154
9-201 Accounts Payable - GF	10,673	13,619
9-233 LAGER Liability	377	1,396
9-239 Accrued Payroll	14,512	4,945
9-240 Community Room Deposits	780	380
9-281 Deferred property tax revenue-Annual Assesment	14,741	14,741
Total Liabilities	60,087	63,124
Fund Balance		
1-301 Road Fund Balance	24,122	-
2-301 Park & Storm Fund Balance	231,363	509,480
3-301 Sewer Lateral Fund Balance	65,427	61,149
3050 Fund Balance Offset	-	-
4-301 Cap Impr Fund Balance	458,445	503,431
9-301 General Fund Balance	502,293	562,354
Excess (Deficiency) of Revenues Over (Under) Expenditures	226,248	(276,705)
Total Fund Balance	1,507,898	1,359,709
TOTAL LIABILITIES AND FUND BALANCE	\$ 1,567,986	\$ 1,422,833

CITY OF TWIN OAKS, MISSOURI
STATEMENTS OF REVENUES AND EXPENDITURES, FUND BALANCE AND CHANGE IN FUND BALANCE
FOR THE EIGHT MONTHS ENDED AUGUST 31, 2020 AND AUGUST 31, 2019

	AUGUST 31, 2020								AUGUST 31, 2019		
	Sewer	CIST	Road	Parks	General	Total	Budget	% Bdgt	Actual	DIFFERENCE	
										FAV / (UNFAV)	
									Amount	%	
REVENUES RECEIVED											
Sales Taxes	\$ -	\$ 157,010	\$ -	\$ 184,718	\$ 322,428	\$ 664,156	\$ 1,007,300	66 %	\$ 617,234	\$ 46,922	8 %
Property Taxes	-	-	32,820	-	19,572	52,392	55,600	94 %	24,984	27,408	110 %
Intergovernmental Taxes	-	-	6,439	-	13,962	20,401	27,400	74 %	17,596	2,804	16 %
Licenses, Permits & Fees	3,365	-	-	-	85,690	89,055	102,000	87 %	79,141	9,914	13 %
Miscellaneous Revenue	-	-	-	300	2,751	3,051	3,200	95 %	3,200	(149)	(5)%
Interest Income	1,695	-	-	-	1,879	3,574	5,000	71 %	3,886	(312)	(8)%
	5,060	157,010	39,258	185,018	446,282	832,628	1,200,500	69 %	746,041	86,587	12 %
EXPENDITURES PAID											
Personnel Services	-	-	29,386	19,569	100,385	149,341	261,100	57 %	159,737	10,396	7 %
Administrative	-	-	-	-	70,957	70,957	104,500	68 %	85,005	14,048	17 %
Operating	3,993	-	58,881	22,451	42,102	127,427	244,900	52 %	170,721	43,294	25 %
Contractual	-	-	-	-	50,055	50,055	105,300	48 %	84,689	34,634	41 %
Police	-	-	-	-	88,740	88,740	126,200	70 %	85,748	(2,992)	(3)%
Lease	-	-	-	-	-	-	100	-	(76)	(76)	100 %
Repairs and Maintenance	-	-	3,250	34,209	-	37,459	44,200	85 %	24,167	(13,292)	(55)%
Debt Service	-	71,379	-	-	-	71,379	142,800	50 %	71,393	14	0 %
Capital additions											
Stormwater	-	-	-	-	-	-	700	-	-	-	-
Other	-	-	7,607	3,415	-	11,022	151,500	7 %	341,362	330,340	97 %
Total	3,993	71,379	99,124	79,645	352,239	606,380	1,181,300	51 %	1,022,746	416,366	41 %
Excess (deficiency) of revenues over (under) expenditures	1,067	85,631	(59,866)	105,373	94,043	226,248	19,200	1,178 %	(276,705)	502,953	(182)%
OTHER SOURCES(USES) OF FUND											
Transfers	-	35,334	59,866	(38,100)	(57,100)	-	-	-	-	-	-
CHANGE IN FUND BALANCE	1,067	120,965	0	67,273	36,943	226,248	19,200	1,178 %	(276,705)	\$ 502,953	(182)%
FUND BALANCE -											
Beginning of Year	65,427	458,445	24,118	231,363	502,293	1,281,646	1,281,646		1,772,401		
End of Period	\$ 66,494	\$ 579,410	\$ 24,118	\$ 298,636	\$ 539,236	\$ 1,507,894	\$ 1,300,846		\$ 1,495,696		
CHANGE IN FUND BALANCE											
Budget	100	(9,000)	-	67,600	(39,500)	19,200					
Actual Over/(Under) Budget	\$ 967	\$ 129,965	\$ 0	\$ (327)	\$ 76,443	\$ 207,048					

CITY OF TWIN OAKS, MISSOURI
STATEMENTS OF REVENUES AND EXPENDITURES,
FUND BALANCE AND CHANGE IN FUND BALANCE

BUDGET - FYE 12/31/2020						
	Sewer	CIST	Road	Parks	General	Total
REVENUES RECEIVED						
Sales Taxes	\$ -	\$ 239,100	\$ -	\$ 292,900	\$ 475,300	\$ 1,007,300
Property Taxes	-	-	15,200	-	40,400	55,600
Intergovernmental Taxes	-	-	10,400	-	17,000	27,400
Licenses, Permits & Fees	4,700	-	-	-	97,300	102,000
Grants	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	3,200	3,200
Interest Income	400	-	-	-	4,600	5,000
	5,100	239,100	25,600	292,900	637,800	1,200,500
EXPENDITURES PAID						
Court	-	-	-	-	-	-
Personnel Services	-	-	39,700	42,800	178,600	261,100
Administrative	-	-	-	-	104,500	104,500
Operating	5,000	-	79,800	83,200	76,900	244,900
Contractual	-	-	-	-	105,300	105,300
Police	-	-	-	-	126,200	126,200
Lease	-	-	-	-	100	100
Repairs and Maintenance	-	-	10,800	33,400	-	44,200
Debt Service	-	142,800	-	-	-	142,800
Capital additions						
Stormwater	-	-	-	700	-	700
Other	-	65,000	78,500	8,000	-	151,500
Total	5,000	207,800	208,800	168,100	591,600	1,181,300
Excess (deficiency) of revenues over (under) expenditures	100	31,300	(183,200)	124,800	46,200	19,200
OTHER SOURCES(USES) OF FUND BALANCE						
Transfers	-	(40,300)	183,200	(57,200)	(85,700)	-
TOTAL	-	(40,300)	183,200	(57,200)	(85,700)	-
CHANGE IN FUND BALANCE	100	(9,000)	-	67,600	(39,500)	19,200
FUND BALANCE -						
Beginning of Year	65,427	458,445	24,118	231,363	502,293	1,281,646
End of Period	\$ 65,527	\$ 449,445	\$ 24,118	\$ 298,963	\$ 462,793	\$ 1,300,846
CHANGE IN FUND BALANCE						
Budget						
Actual Over/(Under) Budget						

CITY OF TWIN OAKS, MISSOURI
STATEMENTS OF REVENUES AND EXPENDITURES,
FUND BALANCE AND CHANGE IN FUND BALANCE

ACTUAL - AUGUST 31, 2020						
	Sewer	CIST	Road	Parks	General	Total
REVENUES RECEIVED						
Sales Taxes	\$ -	\$ 157,010	\$ -	\$ 184,718	\$ 322,428	\$ 664,156
Property Taxes	-	-	32,820	-	19,572	52,392
Intergovernmental Taxes	-	-	6,439	-	13,962	20,401
Licenses, Permits & Fees	3,365	-	-	-	85,690	89,055
Grants	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	300	2,751	3,051
Interest Income	1,695	-	-	-	1,879	3,574
	5,060	157,010	39,258	185,018	446,282	832,628
EXPENDITURES PAID						
Court	-	-	-	-	-	-
Personnel Services	-	-	29,386	19,569	100,385	149,341
Administrative	-	-	-	-	70,957	70,957
Operating	3,993	-	58,881	22,451	42,102	127,427
Contractual	-	-	-	-	50,055	50,055
Police	-	-	-	-	88,740	88,740
Lease	-	-	-	-	-	-
Repairs and Maintenance	-	-	3,250	34,209	-	37,459
Debt Service	-	71,379	-	-	-	71,379
Capital additions						
Stormwater	-	-	-	-	-	-
Other	-	-	7,607	3,415	-	11,022
Total	3,993	71,379	99,124	79,645	352,239	606,380
Excess (deficiency) of revenues over (under) expenditures	1,067	85,631	(59,866)	105,373	94,043	226,248
OTHER SOURCES(USES) OF FUND BALANCE						
Transfers	-	-	-	-	-	-
TOTAL	-	-	-	-	-	-
CHANGE IN FUND BALANCE	1,067	85,631	(59,866)	105,373	94,043	226,248
FUND BALANCE -						
Beginning of Year	65,427	458,445	24,118	231,363	502,293	1,281,646
End of Period	\$ 66,494	\$ 544,076	\$ (35,748)	\$ 336,736	\$ 596,336	\$ 1,507,894
CHANGE IN FUND BALANCE						
Budget	100	(9,000)	-	67,600	(39,500)	19,200
Actual Over/(Under) Budget	967	94,631	(59,866)	37,773	133,543	207,048

CITY OF TWIN OAKS, MISSOURI
STATEMENTS OF REVENUES AND EXPENDITURES,
FUND BALANCE AND CHANGE IN FUND BALANCE

ACTUAL - AUGUST 31, 2019						
	Sewer	CIST	Road	Parks	General	Total
REVENUES RECEIVED						
Sales Taxes	\$ -	\$ 145,186	\$ -	\$ 170,807	\$ 301,241	\$ 617,234
Property Taxes	-	-	7,970	-	17,014	24,984
Intergovernmental Taxes	-	-	6,886	-	10,710	17,596
Licenses, Permits & Fees	1,386	-	-	-	77,755	79,141
Grants	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	3,200	3,200
Interest Income	321	-	-	-	3,565	3,886
	1,707	145,186	14,856	170,807	413,485	746,041
EXPENDITURES PAID						
Court	-	-	-	-	-	-
Personnel Services	-	-	31,354	22,888	105,495	159,737
Administrative	-	-	-	-	85,005	85,005
Operating	-	-	67,822	59,962	42,937	170,721
Contractual	-	-	-	-	84,689	84,689
Police	-	-	-	-	85,748	85,748
Lease	-	-	-	-	(76)	(76)
Repairs and Maintenance	-	-	(3,053)	27,220	-	24,167
Debt Service	-	71,393	-	-	-	71,393
Capital additions						
Stormwater	-	-	-	-	-	-
Other	-	4,333	36,044	300,984	-	341,362
Total	-	75,727	132,168	411,055	403,797	1,022,746
Excess (deficiency) of revenues over (under) expenditures	1,707	69,459	(117,311)	(240,248)	9,688	(276,705)
OTHER SOURCES(USES) OF FUND BALANCE						
Transfers	-	-	-	-	-	-
TOTAL	-	-	-	-	-	-
CHANGE IN FUND BALANCE	1,707	69,459	(117,311)	(240,248)	9,688	(276,705)
FUND BALANCE -						
Beginning of Year	56,196	589,782	24,118	470,276	632,029	1,772,401
End of Period	\$ 57,903	\$ 659,241	\$ (93,193)	\$ 230,028	\$ 641,717	\$ 1,495,696
CHANGE IN FUND BALANCE						
Budget						
Actual Over/(Under) Budget						

City of Twin Oaks Proposed Playground Reopening Plan

The City of Twin Oaks operates a single large playground located in Twin Oaks Park and is planning to reopen the facility for use by residents and visitors. The City is proposing the following policies and procedures for cleaning and disinfecting the playground equipment and encouraging the safe use of the facility.

Cleaning/Disinfecting

The playground equipment will be cleaned daily and disinfected twice weekly during the weekdays. The disinfecting will be performed using a gas-powered, 3.5 gallon fogger/sprayer in order to evenly coat all playground surfaces with a special focus on high-contact areas. The City will use a solution of 3 percent hydrogen peroxide or other EPA-approved disinfectant, and will ensure the disinfectant is allowed to dry for at least 30 minutes before resuming use of the facility.

Capacity Restrictions

In order to ensure users can maintain 6 feet of physical distance, the capacity of the playgrounds will be limited to no more than 20 individuals. This capacity limit may be adjusted based on the social gathering restrictions put in place by St. Louis County.

Signage and Hand Washing

The City will display signage throughout the park with messages designed to encourage safe use of the facility and inform users of the current policies in place. These messages include:

- Encouraging frequent hand washing or use of hand sanitizers before and after playing on the equipment.
- Reminders to wear face masks (except for children under 2) and maintain 6 feet of social distance.
- Information on the current capacity restrictions for the playground and a request that users come back at a different time if the facility is at capacity.
- Information on the frequency of cleaning and the address of the city website for more information.

Facility Information

Twin Oaks Park
1 Twin Oaks Court
Twin Oaks, MO 63088
Area: 6,132 ft²

Cost Estimate for Playground Cleaning

Jan-Pro

- For disinfecting playground equipment twice weekly — \$300/\$1,200 (Enviroshield)
- For disinfecting bathrooms twice weekly — \$45/\$360

City Personnel

- Backpack sprayer
 - Conventional — \$400
 - Electrostatic — \$1,700 (electrostatics sprayers provide a more thorough and efficient cleaning. This is what JanPro and other professional cleaning companies use.)
- Cost of disinfectant
- Staff time for disinfecting playground equipment — 1 hour per clean
- Staff time for disinfecting bathrooms — 0.5 hour per clean

AN ORDINANCE RE-ADOPTING RE-ESTABLISHING AND MAKING PUBLIC A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL PERSONAL INTEREST OF CERTAIN MUNICIPAL OFFICIALS

WHEREAS, Sections 105.483 to 105.492 RSMo imposed certain requirements relating to the filing of personal financial interest statements by employees and elected officials of certain political subdivisions of the State of Missouri; and

WHEREAS, on September 5, 2001, at an open meeting, the City of Twin Oaks enacted Ordinance No. 01-60 (now codified as Chapter 119 “Conflicts of Interest” attached as Exhibit 1 and incorporated herein by reference) establishing Twin Oak’s method of disclosing potential conflicts of interest and substantial interests and thereby excluding Twin Oaks and its officers and employees from the requirements of §105.485.2 R.S.Mo.; and

WHEREAS, §105.485 R.S.Mo., requires that any political subdivision establishing its own method of disclosing potential conflicts of interest and substantial interests (the “Conflicts Policy”) biennially adopt an ordinance, order or resolution establishing and making public the Twin Oaks’ Conflicts Policy; and

WHEREAS, the Board of Aldermen wishes to re-establish and make public the Twin Oaks’ method of disclosing potential conflicts of interest and substantial interests and continue the provisions of the Conflicts Policy in effect by re-adoption.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF TWIN OAKS, MISSOURI, AS FOLLOWS:

Section 1. In conformance with §105.485.4 R.S.Mo., the Board of Aldermen hereby adopts this Ordinance re-establishing and making public Twin Oaks’ method of disclosing potential conflicts of interest and substantial interests and approves Exhibit 1 as the Twin Oaks’ official method of disclosing potential conflicts of interest and substantial interests. The Board further adopts and approves the form available at https://www.mec.mo.gov/WebDocs/PDF/Fillable/PFD/PFD%20Form-Short_06_2015%20-%20fillable.pdf and attached as Exhibit 2 to be filed with the City Clerk by each official, officer, employee and candidate required to make such disclosures by Chapter 119, the Policy and/or Missouri law.

Section 2. The City Clerk is directed to send a certified copy of this Ordinance thereby notifying the Missouri Ethics Commission of this legislative act within ten (10) days following the passage of this re-adopting Ordinance.

Section 3. This Ordinance shall be in full force and effect on and after its passage and approval by the Mayor.

PASSED AFTER HAVING BEEN READ IN FULL OR BY TITLE TWO TIMES PRIOR TO
PASSAGE BY THE BOARD OF ALDERMEN OF THE CITY OF TWIN OAKS, MISSOURI,
THIS 16th DAY OF SEPTEMBER 2020.

Yea

Nay

Lisa Eisenhauer
Tim Stoeckl
April Milne
Dennis Whitmore

Russ Fortune, Mayor

Attest:

Frank Johnson, City Clerk

Exhibit 1

Chapter 119. Conflicts of Interest

Section 119.010 Declaration Of Policy.

The proper operation of government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a procedure for disclosure by certain officials and employees of private financial or other interests in matters affecting the City.

Section 119.020 Conflict Of Interest.

- A. All elected and appointed officials as well as employees of the City must comply with Section 105.454, RSMo., on conflicts of interest as well as any other State law governing official conduct.

- B. Any member of the Board of Aldermen who has a "substantial or private interest" in any measure, bill, order or ordinance proposed or pending before such Governing Body must disclose that interest to the City Clerk and such disclosure shall be duly recorded in the official minutes. "Substantial or private interest" is defined as ownership by the individual, his or her spouse, or his or her dependent children, whether singularly or collectively, directly or indirectly of:
 - 1. Ten percent (10%) or more of any business entity; or
 - 2. An interest having a value of ten thousand dollars (\$10,000.00) or more; or
 - 3. The receipt of a salary, gratuity or other compensation or remuneration of five thousand dollars (\$5,000.00) or more per year from any individual, partnership, organization or association within any calendar year.

Section 119.030 Disclosure Reports.

- A. Each elected official, candidate for elective office, and the City Clerk of the City shall disclose in writing the following information by May 1 or the appropriate deadline as referenced in Section 105.497, RSMo., if any such transactions occurred during the previous calendar year:
 - 1. For such person, and all persons within the first degree of consanguinity or affinity of such person, the date and the identities of the parties to each transaction with a total

value in excess of five hundred dollars (\$500.00), if any, that such person had with the City other than compensation received as a Board member or employee or payment of tax, fee or penalty due to the City, and other than transfers for no consideration to the City.

2. The date and the identities of the parties to each transaction known to the person with a total value in excess of five hundred dollars (\$500.00), if any, that any business entity in which such person had a substantial interest had with the City, other than payment of any tax, fee or penalty due to the City or transactions involving payment for providing utility service to the City, and other than transfers for no consideration to the City.
3. The City Clerk (also the Chief Purchasing Officer) and candidates for that position also shall disclose in writing by May 1 or the appropriate deadline as referenced in Section 105.487, RSMo., the following information for the previous calendar year:
 - a. The name and address of each of the employers of such person from whom income of one thousand dollars (\$1,000.00) or more was received during the year covered by the statement;
 - b. The name and address of each sole proprietorship that he or she owned; the name, address and the general nature of the business conducted of each general partnership and joint venture in which he or she was a partner or participant; the name and address of each partner or coparticipant for each partnership or joint venture unless such names and addresses are filed by the partnership or joint venture with the Secretary of State; the name, address and general nature of the business conducted by any closely held corporation or limited partnership in which the person owned ten percent (10%) or more of any class of the outstanding stock or limited partnership units; and the name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which the person owned two percent (2%) or more of any class of outstanding stock, limited partnership units or other equity interests;
 - c. The name and address of each corporation for which such person served in the capacity of a director, officer or receiver.

Section 119.040 Filing Of Reports.

- A. The financial interest statements shall be filed at the following times, but no person is required to file more than one (1) financial interest statement in any calendar year:
 1. Every person required to file a financial interest statement shall file the statement

annually not later than May 1 and the statement shall cover the calendar year ending the immediately preceding December 31; provided that any member of the Board of Aldermen may supplement the financial interest statement to report additional interests acquired after December 31 of the covered year until the date of filing of the financial interest statement.

2. Each person appointed to office shall file the statement within thirty (30) days from such appointment or employment covering the calendar year ending the previous December 31.
 3. Every candidate required to file a personal financial disclosure statement shall file no later than fourteen (14) days after the close of filing at which the candidate seeks election. The time period of this statement shall cover the twelve (12) months prior to the closing date of filing for candidacy.
- B. Financial disclosure reports giving the financial information required in Section **119.030** shall be filed with the local political subdivision and with the Missouri Ethics Commission. The reports shall be available for public inspection and copying during normal business hours.

Exhibit 2



Missouri Ethics Commission (MEC)
PO Box 1370, Jefferson City MO 65102, (800) 392-8660, www.mec.mo.gov

Office Use:

Financial Disclosure Statement for Political Subdivisions - 105.485(4), RSMo

1. Statement Information (select one)

Type: New Amended

2. Filing Status & Time Period Covered (select one & insert time period)

A. Filing Status

- Annual Filer:** file from Jan 1 to Dec 31 of prior year (if no longer serving, enter the time period served), due by May 1
- Newly Appointed/Employed:** file for calendar year before start date, due within 30 days
- Incumbent Candidate:** file from Jan 1 of prior year to closing date for candidacy (may be longer than 12-month period), due within 14 days of closing date for candidacy
- New Candidate:** file for the 12-month period before the closing date for candidacy, due within 14 days of closing date for candidacy

B. Time Period Covered: From ___/___/___ to ___/___/___ (mm/dd/yyyy)

3. Filer Information

<input type="text"/> Filer's name (First, Middle, Last)	<input type="text"/> Spouse's name (First, Middle, Last)
<input type="text"/> Mailing address	<input type="text"/> City, State, Zip
<input type="text"/> Dependent child's name* (First, Middle, Last)	<input type="text"/> Dependent child's name* (First, Middle, Last)
<input type="text"/> Political Subdivision or State Agency	<input type="text"/> Title (Position/Office Seeking)

Check if spouse is filing separate from yourself (if your spouse is not required to file a PFD, this statement MUST disclose his/her information).

*Includes all children, stepchildren, foster children and wards under the age of eighteen residing in the person's household and who receive in excess of 50% of their support from the person.

4. Transaction Information

A. List the transactions, valued at more than \$500, you, your spouse, or any relative within the first degree of blood or marriage had with the political subdivision listed above. *Do not include* compensation received as an employee, payment of taxes, fees or penalties or transfers for no consideration.

<input type="text"/> Date (mm/dd/yyyy)	<input type="text"/> Parties involved in transaction
<input type="text"/> Date (mm/dd/yyyy)	<input type="text"/> Parties involved in transaction

B. List the transactions for any business entity, in which you, your spouse, or dependent child(ren) held a substantial interest, that conducted business with the political subdivision listed above valued at more than \$500. *Do not include* payments of taxes, fees or penalties due to the political subdivision or transactions involving payment for providing utility service to the political subdivision or transfers for no consideration. (NOTE: Substantial interest includes ownership of 10% of the business entity or interest valued at \$10,000 or more, or from which a salary, gratuity or other compensation of \$5,000 or more is paid per calendar year).

<input type="text"/> Date (mm/dd/yyyy)	<input type="text"/> Name of Business	<input type="text"/> Parties involved in transaction
<input type="text"/> Date (mm/dd/yyyy)	<input type="text"/> Name of Business	<input type="text"/> Parties involved in transaction

5. Signature (select one, sign & date)

- I affirm and attest under penalty of perjury that information and facts in this report are complete, true, and accurate. I further acknowledge that I am aware that any false statement or declaration made herein is punishable under Ch. 575 RSMo.
- I affirm and attest under penalty of perjury that information and facts in this report are complete, true, and accurate and that my spouse has refused or failed to provide information concerning his or her financial interest and that I have no working knowledge of such interests. I further acknowledge that I am aware that any false statement or declaration made herein is punishable under Ch. 575 RSMo.

<input type="text"/> Filer's Signature (Required)	<input type="text"/> Date (mm/dd/yyyy)
--	---

NOTE: The following information is required from the **Chief Administrative Officer** and **Chief Purchasing Officer** only. Include information for filer, spouse and dependent child(ren).

6. Employment

List the name and address of each employer from whom you, your spouse, or dependent child(ren) received income of \$1,000 or more during the time period covered by this statement.

Employer Name	Employer Address/City/State/Zip	Person's name whom received income
Employer Name	Employer Address/City/State/Zip	Person's name whom received income

7. Sole Proprietorships

List each sole proprietorship owned by you, your spouse or dependent child(ren) during the time period covered by this statement.

Sole Proprietorship Name	Sole Proprietorship Address/City/State/Zip
Sole Proprietorship Name	Sole Proprietorship Address/City/State/Zip

8. General Partnerships, Joint Ventures

List each general partnership and joint venture in which you, your spouse or dependent child(ren) were a partner or participant, and the names of partners or co-participants, unless such names and addresses are filed with the Secretary of State, during the time period covered by this statement.

General Partnership or Joint Venture Name	Address/City/State/Zip	Nature of Business	Partner/Coparticipant's Name & Address	Party Involved
General Partnership or Joint Venture Name	Address/City/State/Zip	Nature of Business	Partner/Coparticipant's Name & Address	Party Involved

9. Stocks, Bond & Other holdings

EXCEPTION: Interest in any qualified plan or annuity pursuant to the Employees Retirement Income Security Act (ERISA) is not required to be listed.

A. *Limited Partnerships, Closely-held Corporations:* List the name of any closely-held corporation/limited partnership in which you, your spouse, or dependent child(ren) own ten percent (10%) or more of any class of the outstanding stock or units during the time period covered by this statement.

Limited Partnership/Closely-held Corporation Name	Address/City/State/Zip	Nature of business	Party Involved
Limited Partnership/Closely-held Corporation Name	Address/City/State/Zip	Nature of business	Party Involved

B. *Publicly Traded Corporation or Limited Partnership:* List the name of any publicly traded corporation or limited partnership which is listed on a regulated stock exchange or automated quotation system in which you, your spouse or dependent child(ren) own two percent (2%) or more of any class of outstanding stock, units or other equity interests during the time period covered by this statement.

Corporation/Limited Partnership Name	Party Involved
Corporation/Limited Partnership Name	Party Involved

10. Corporations

List the name and address of each corporation for which you, your spouse, or dependent child(ren) served in the capacity of a director, officer or receiver during the time period covered by this statement.

Corporation Name	Corporation Address/City/State/Zip	Person's name who served in this capacity
Corporation Name	Corporation Address/City/State/Zip	Person's name who served in this capacity

This form is required to be filed with the Missouri Ethics Commission and with the governing body of your political subdivision. All elected and appointed officials as well as employees of a political subdivision must comply with §105.454 RSMo., on conflicts of interest and their own local code of ethics.

City Clerk's Report

City of Twin Oaks, Board of Alderman

September 11, 2020

General Updates

Recycling Contamination

- Staff met with Waste Management on Thursday to discuss the educational materials they have available regarding responsible recycling. The City will be sharing this information with residents via the city website and social media channels. The resources include flyers, posters and FAQs, and are available at www.wm.com/recycleright.

Missouri Municipal League Conference

- City Clerk Frank Johnson, Mayor Russ Fortune and Alderman Tim Stoeckl will be attending the virtual Missouri Municipal League Conference from Sept. 14-16. City Clerk Johnson will also attend a Master Academy for City Clerks as part of the conference.

Leaf Removal

- The City has received the proposed dates from Hendel Lawncare for this fall's leaf collection. The dates are Oct. 20, Nov. 3, Nov. 10, Nov. 17, Dec. 1 and Dec. 8. The City will send out notices and information about the leaf pickup to residents throughout the fall.

CARES Act Funds

- St. Louis County will begin initiating a program to distribute \$47 million of CARES ACT funds to municipalities as early as Monday, Sept. 14. We expect to receive a letter from the county with more details on the process, including eligibility requirements, by mid-week. Cities will be eligible for funds on a per capita basis of \$68.77.

Project Updates

Dunkin Donuts Development Plan

- The City received the building permit application for the Dunkin Donuts on Sept. 1 and the municipal zoning approval for the plans was issued on Sept. 10. The developer can now apply to St. Louis County for the issuing of the building permit, after which construction can begin.

Golden Oak Court Lighting

- The work on the trench and conduit is completed. We are currently working with Ameren to get the light installed. It will be a post-top LED light.

Boly Lane Entrance Lighting

- After some initial confusion, the foundation for the light has now been poured and placed in the correct spot. The light should be mounted and installed shortly.