

**CITY OF TWIN OAKS
BOARD OF ALDERMEN MEETING
BOARD CHAMBERS, TWIN OAKS CITY HALL
1381 BIG BEND ROAD
WEDNESDAY, OCTOBER 21, 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 October 21, 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 October 7, 2020
 - b) Board of Aldermen Closed Session Minutes from August 19, 2020
 - c) Bills List from October 3 to October 16, 2020
 - d) Credit Card List from August 17 to September 15, 2020
- 6) REPORT OF COMMITTEES/COMMISSIONS/CONTRACTORS
 - a) Park Committee — Cindy Slama
 - b) Financial Statements — Jeff Blume
- 7) PRELIMINARY CITIZEN COMMENTS
- 8) OLD BUSINESS
 - a) Bill No. 20-15: AN ORDINANCE TEMPORARILY SUSPENDING THE APPLICATION FEES FOR RESIDENTIAL BUILDING PERMITS AND SINGLE-

FAMILY RESIDENTIAL APPEALS TO THE BOARD OF ADJUSTMENT FOR THE
PERIOD OF MARCH 1 – DECEMBER 31, 2020.

9) DISCUSSION ITEMS

- a) Permit and Application Fees
- b) Winter Lighting
- c) Crescent Road Sidewalk Update and Proposed Timeline

10) ATTORNEY'S REPORT

11) CITY CLERK'S REPORT

12) MAYOR AND ALDERMEN COMMENTS

13) FINAL CITIZEN COMMENTS

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

14) CLOSED SESSION

Upon a motion duly made and approved, the Board of Aldermen intends go into closed session pursuant to Chapter 610 RSMo for the purpose of dealing with matters relating to the following: hiring, firing, disciplining or promoting of particular employees when personal information about the employee is discussed (§610.021(3)).

15) ADJOURNMENT

Frank Johnson
City Clerk

POSTED: October 19, 2020, 3 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, OCTOBER 7, 2020**

The meeting of the Twin Oaks Board of Aldermen was called to order at 7:00 pm. Roll Call was taken:

Mayor: Russ Fortune – yea

Aldermen: April Milne – yea
Dennis Whitmore – yea

Lisa Eisenhower – yea
Tim Stoeckl – absent

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 Milne motioned to approve the Agenda, seconded by Alderman Eisenhower. The motion passed by a voice vote.

APPROVAL OF THE CONSENT AGENDA

Mayor Fortune asked if there were any changes to the Consent Agenda consisting of the September 16, 2020 Regular Session Minutes, September 16, 2020 Work Session Minutes and the Bills List from September 12, 2020 to October 2, 2020. Alderman Whitmore motioned to approve the Consent Agenda seconded by Alderman Milne. The motion passed by voice vote.

REPORTS OF COMMITTEES/COMMISSIONS/CONTRACTORS

Police Report: Officer John Wehner reviewed the September Police Report as well as the hours he logged on the bike for September. Mayor Fortune thanked Officer Wehner and the other officers who were in attendance for National Night Out.

PRELIMINARY CITIZEN COMMENTS

Representative Trish Gunby, representative for the 99th District, reminded everyone to be mindful of voting this year. She reviewed the voting options that are available to voters. Mayor Fortune thanked Representative Gunby for the event she sponsored in Manchester for area small businesses. Representative Gunby stated that she felt it provided a good opportunity for these small businesses to network. She is hoping to have future events.

Alderman Milne asked City Clerk Johnson to put out a notice to the residents that Notary Services are provided at City Hall.

NEW BUSINESS

Bill No. 20-14-An Ordinance Approving Amendments To Chapter 210 Of The Municipal Code Of The City Of Twin Oaks Pertaining To Discharge Of Firearms: First reading of Bill No. 20-14 was read. Mayor Fortune ask if there was any discussion on Bill No. 20-14. The second reading of Bill No. 20-14 was read. Alderman Whitmore motioned to approve Bill No. 20-14, seconded by Alderman Eisenhauer and the motion passed on a roll call vote as follows: Aldermen Milne-yea, Eisenhauer-yea Whitmore-yea and Stoeckl-absent. Mayor Fortune stated that Bill No. 20-14 Being duly passed becomes Ordinance No. 20-14.

Resolution 20-24-A Resolution Of The Twin Oaks Board Of Aldermen Approving An Agreement With STF, LLC Doing Business As Traffic Control Company For Certain Striping Services Of Traffic Stop Bars Throughout The City: Mayor Fortune asked for any questions concerning Resolution 20-24. Mayor Fortune asked for a motion to approve Resolution 20-24. Alderman Eisenhauer motioned to approve Resolution 20-24, seconded by Alderman Whitmore. The motion passed by voice vote of three yes, zero no and one absent.

Resolution 20-25-A Resolution Requesting That St. Louis County Distribute \$47 Million Of CARES Act Funds On A Per Capita Basis To The Municipalities Within St. Louis County To Be Used For Eligible Expenses, Authorizing The Mayor Of The City Of Twin Oaks To Accept CARES Act Funding And Execute A Municipal Relief Program Funding Agreement, And Confirming Agreement To Indemnify And Hold Harmless St. Louis County From Such Distribution: Mayor Fortune asked for any questions concerning Resolution 20-25. City Clerk Johnson gave a brief overview of the application and what the money would cover. He stated that when the City purchases the backpack sprayer, the City will receive 50% of the cost upfront and the remaining 50% once purchased. Mayor Fortune asked for a motion to approve Resolution 20-25. Alderman Milne motioned to approve Resolution 20-25, seconded by Alderman Whitmore. The motion passed by voice vote of three yes, zero no and one absent.

Resolution 20-26-A Resolution Of The Twin Oaks Board Of Aldermen Approving A First Amendment To The Agreement For Cleaning And Disinfecting Services Between The City Of Twin Oaks And J&B Franchise, Inc. Doing Business As Jan-Pro Cleaning Systems Of St. Louis: Mayor Fortune asked for any questions concerning Resolution 20-26. Mayor Fortune asked for a motion to approve Resolution 20-26. Alderman Whitmore motioned to approve Resolution 20-26, seconded by Alderman Milne. The motion passed by voice vote of three yes, zero no and one absent.

DISCUSSION ITEMS

Credit Card Payments: City Clerk Johnson outlined his findings on the various credit card payment methods available and the cost associated with each. He reviewed the advantages and drawbacks associated with each as well. His recommendations to the Board was to go through Enterprise Bank. They will provide the credit card machine and set up. The one advantage with Enterprise Bank is the payment will go directly into the City's account the next day. He recommended trying this for a year to see how the system works for the City and to see if any changes will need to be made.

Alderman Milne motioned to approve City Clerk Johnson's recommendation of using Enterprise Bank for the City's credit card payment system, seconded by Alderman Eisenhauer. The motion passed by a voice vote of three yes, zero no and one absent.

Crescent Road Sidewalk: City Clerk Johnson stated he would like to begin the preliminary work on the sidewalk project. He would recommend to the Board to work with BFA in doing the survey work which needs to be completed and to then meet with the home owners who will be affected by the sidewalk. He would also like to then begin the work with BFA on the bid specifications for the project.

Alderman Milne stated that she would recommend going out to bid by the end of the year since concrete contractors will be busy once the weather begins warming in the Spring.

The Board was in agreement for City Clerk Johnson to move forward with this project.

Halloween Events and Guidelines: City Clerk Johnson stated that he will be able to send out safety tips for Halloween this year. St. Louis County provided guidelines to a safe Halloween, which was provided in the Board packet, which he will share with the residents.

The Board discussed the scheduled Trunk or Treat on Saturday, October 24th. This event was being coordinated with St. Louis County Police. Since St. Louis County Police are not able to hold any public events due to pandemic the Board was in agreement that the event will not be held this year.

ATTORNEY'S REPORT

Attorney Rost had no report at this time.

CITY CLERK'S REPORT

General Updates

Enterprise Bank Credit Card

- City staff are currently in the process of changing the credit card used for purchases. We will be switching from the current Mastercard from Meramec Valley Bank to a Visa card from Enterprise Bank that offers 1 percent cash back on all purchases. The cash bank is automatically credited to our account statement each month, and there is no annual fee. The current Mastercard offers no rewards program.

Snow Removal

- The City has received this year's contract for snow removal. There are no changes to the prices from 2019 (\$115 per hour for snow removal, \$245 per ton for salt).

Leaf Removal

- The City has designed and printed postcards about the leaf pick up dates that will be mailed to residents next week.

CARES Act Funds

- City staff is currently working on preparing the application for St. Louis County's Municipal Relief Program, which is being used to distribute \$47 million of CARES ACT funds to municipalities. For more detail, see the summary of the funds the city is requesting in your board packet.

Project Updates

Golden Oak Court Lighting

- Ameren is currently estimating that they will get the light installed the week of Oct. 5. It will be a post-top LED light.

Autumn Leaf Runoff

- Mayor Fortune and myself met with representatives from the church on Sept. 25 and received preliminary agreement from the Twin Oaks Presbyterian Church on construction of the berm around the athletic field. We will be meeting with BFA at the church to do a field inspection of the area and discuss the project on Oct. 7.

Resealing/Overlay for Park Paths

- Currently in the process of obtaining bids for this work. Due to the late time of year, it's possible that this project will be scheduled for next spring.

Crescent Road Landscaping

- Currently in the process of getting an updated list of tree plantings from Davey Tree, with bid solicitation to follow. This project may also need to be scheduled for next spring.

Golden Oak Landscaping of Circles

- John has identified grasses and other plantings that can be used to beautify this area. Planting will take place next spring.

Repainting of Traffic Stop Bars

- Received an estimate for the project from Traffic Control on Sept. 21 and work was completed on Oct. 2.

Boly Lane Entrance Lighting

- Light is installed and work is complete.

City Clerk Johnson also stated that he met with Ray Frankenberg, BFA Engineering and Twin Oaks Presbyterian Church concerning the proposed berm at the soccer field at the church. The Church will be contacting companies within the next few weeks for construction of the berm.

City Clerk Johnson stated he had been contacted by Jeff Knox, a resident on Autumn Leaf Drive. He is asking that the fee for Board of Adjustment appearance be waived due to hardship. Discussion ensued. Mayor Fortune stated that he would also like to look into waiving the fee for any resident that has submitted a building permit since the beginning of the pandemic. City Clerk Johnson will look into what the cost would be to do this retroactively. The Board will revisit this at the next Board meeting.

MAYOR AND ALDERMAN COMMENTS

Alderman Milne asked that the office get notices out earlier than the day of the event to the residents.

Alderman Whitmore stated that he did another check on the progress of the Census in Twin Oaks. The website still shows 85% completion. This number has not changed. He has also tried calling the Census office with no success in speaking to anyone.

FINAL CITIZEN COMMENTS

There were no final citizen comments.

ADJOURNMENT

There being no further business, Alderman Milne motioned to adjourn the regular meeting at 7:45 p.m., seconded by Alderman Eisenhower 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

	City of Twin Oaks					
	Bills and Applied Payments					
	October 3, 2020-October 16, 2020					
Check No.		Invoice Date	Memo/Description	Invoice No.	Bill Amt	Check Amt
11724	Thomas Norton		Reimbursement of Community Room Deposit		\$100.00	\$100.00
11725	Janie Smith		Reimbursement of Community Room Deposit		\$100.00	\$100.00
11726	Jeff or Loretta Graves		Reimbursement of Community Room Deposit		\$100.00	\$100.00
11727	BFA Engineering					
		9/27/2020	Dunkin Donuts-download plans; scan coversheet of plans and email; review construction set of plans; review consruction plan in comparison with ordinances	12305	\$330.00	
		9/27/2020	CVS Sign Plan-plan review for CVS/submit letter	12306	\$85.00	
		9/27/2020	n Save plans; prep transmittal to UPS plans back to Twin Oaks; UPS package fee to Twin Oaks	12363	\$78.60	
		9/27/2020	General-church runoff, T-con with F. Johnson, review BFA reports and proposals; discuss Autumn Leaf with Ray; Review City Clerk's summary, contours, runoff patters, past BFA reports and estimates; attend workshop; 80 Crescent Ave review	12308	\$523.75	\$1,017.35
11728	Cool Times	10/6/2020	Ice Cream for National Night Out		\$329.00	\$329.00
11729	Cunningham, Vogel & Rost	9/30/2020				
		9/30/2020	Correspondence with J. Towles re Twin Oaks Park tower lease; review code re business licenses and liquor license transfer; review Twin Oaks Presbyterian Church development; review files re TOPC and Autumn Leaf stormwater issue; teleconference with T. Campbell re zoning approval and review zoning letter; review and revise ordinance re conflicts of interest; preliminary research re gross receipts tax applicability;review and analyze eligible costs under Municipal Relief Program re CARES; prepare memo and items for P&Z agenda; review and draft memo of law re constitutional restrictions on regulations of flags and other sign regulation issues; review proposal to amend cleaning contract with Jan-Pro; review snow contract	64972	\$4,546.00	
		9/30/2020	Prepare for and attend Board of Aldermen mtg; review tower lease information; correspondence with F. Johnson re Sunshine request response; revise memo re TOPC; correspondence with F. Johnson; teleconference and correspondence with F. Johnson re 814 Meramec Station Rd.; prepare and attend Board of Aldermen mtg; teleconference with F. Johnson re duplexes and gross receipts tax; review agenda and minutes for P&Z mtg; teleconference with F. Johnson re Autumn Leaf runoff issue; teleconference with F. Johnson re various items and draft resolution for Jan-Pro amendment	64973	\$1,612.00	\$6,158.00
11730	Drain Surgeons	10/7/2020	Work on toilet in men's room at Park	5945A	\$210.00	\$210.00
11731	Harvey's Services, Inc.	9/30/2020	Mowing services at City Hall, Park, cul de sacs and intersection/MoDOT	SJN#18929	\$3,632.09	\$3,632.09
11732	Jan-Pro Cleaning Systems					
		10/1/2020	Cleaning/disinfection of playground for month of October	89666	\$1,200.00	
		10/1/2020	Cleaning/disinfection of comfort station for month of October	89662	\$360.00	\$1,560.00
11733	Robert Atwell		Reimbursement for Park reservation-alcohol deposit		\$100.00	\$100.00
11734	Traffic Control Company	10/4/2020	Painting of stop bars throughout City	19065	\$3,850.00	\$3,850.00
Online	Marco Technologies	9/29/2020	Monthly charge for printer copies		\$32.83	\$32.83
Online	MO-American Water	10/2/2020	Monthly charge for 1 Twin Oaks Ct. Firepark		\$25.20	\$25.20
Online	Ameren Missouri	10/5/2020	Monthly charge for City street lights		\$607.31	\$607.31
Online	Waste Management	9/28/2020	City trash pick up charge for October		\$3,880.40	\$3,880.40
Online	St. Louis County Public Works	10/4/2020	Occupancy Inspections of 814 A and 814 B Meramec Station Road		\$191.00	\$191.00
Online	Metropolitan St. Louis Sewer	10/7/2020	Monthly charge for City Hall		\$62.44	\$62.44
Online	Toshiba Financial Services	10/9/2020	Monthly lease charge on copier		\$206.00	\$206.00
Online	Verizon	10/5/2020	Monthly charge for City cell phones		\$242.38	\$242.38
			Alderman			
			Alderman			

Credit Card List
August 17 - September 15, 2020

Date	Name	Memo/Description	Amount
8/18/2020	Missouri State University	Missouri State Outreach Program	125.00
8/18/2020	Missouri Municipal League	Conference-video-F. Johnson, T. Stoeckl and R. Fortune	297.00
8/21/2020	Adobe	Monthly charge	14.99
8/24/2020	Office Depot	Office supplies	54.42
8/25/2020	Sam's	Office supplies	16.98
8/25/2020	Sam's	Office supplies	134.12
8/27/2020	Petromart	Fuel for truck and equipment	51.10
8/27/2020	Valley Park Elevator	Fish food	32.61
8/29/2020	Amazon Prime	Yearly fee	119.00
9/1/2020	Intuit	Monthly quickbook charge	70.00
9/1/2020	The UPS Store	Mailing of plans to BFA	23.47
9/2/2020	Fish Window cleaning	Outside windows and doors and Community Room	170.00
9/3/2020	Zoom	Monthly charge	14.99
9/6/2020	Lowes	Trash bags and cleaning supplies	79.40
			1,203.08

AN ORDINANCE TEMPORARILY SUSPENDING THE APPLICATION FEES FOR RESIDENTIAL BUILDING PERMITS AND SINGLE-FAMILY RESIDENTIAL APPEALS TO THE BOARD OF ADJUSTMENT FOR THE PERIOD OF MARCH 1 – DECEMBER 31, 2020.

WHEREAS, on March 13, 2020, the State of Missouri declared a state of emergency due to the COVID-19 pandemic; and

WHEREAS, as a result of the pandemic, many businesses have closed or significantly reduced their employees or the number of hours employees work resulting in difficult financial times; and

WHEREAS, like the rest of the country, the residents of Twin Oaks have been facing economic pressures and financial hardship as a result of COVID-19; and,

WHEREAS, the Board of Aldermen, for the purpose of benefitting the public, wishes to stimulate reinvestment in its residential properties and improvements to the City's real property values by temporarily suspending the application fees for residential building permits and single-family residential appeals.

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

Section 1. The Board of Aldermen hereby waives and temporarily suspends collection of all of the City of Twin Oaks' fees for building permits, Board of Adjustment variance applications, and similar fees placed on residentially zoned and used properties (not including multi-family residences or apartments) for the period of March 1, 2020 through December 31, 2020. Nothing herein shall apply to or waive any fees assessed or charged by St. Louis County.

Section 2. Any payment for such fee paid to the City for the period of March 1, 2020 through the date of this ordinance shall be refunded to the applicant.

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 21ST DAY OF OCTOBER 2020.

Russ Fortune, Mayor

Attest:

Frank Johnson, City Clerk

Memo to: Board of Aldermen
From: Frank Johnson, City Clerk
Subject: Permit Fee Waivers
Date: October 16, 2020

STAFF RECOMENDATION

- Waive all application fees for single-family residential building permits and appeals to the Board of Adjustment from March 1, 2020 to Dec. 31, 2020 in recognition of the economic hardship created by the COVID-19 pandemic.

BACKGROUND

Since March 1, 2020, the City of Twin Oaks has received three applications for single-family residential building permits and one application for a variance from the Board of Adjustment. The fees for the building permits totaled \$75 and the fee for the variance totaled \$50.

However, it should be noted that due to a recently corrected discrepancy in the city code, the amount charged for each building permit should have been \$80 instead of \$25, which would have brought the total to \$240 instead of \$75. These fees are intended to cover the costs of reviewing the permits, which include both staff time and review by the City's engineer.

Given the small volume of permits issued, the cost to the City to reimburse these fees and waive any collection of fees for the remainder of the year is considered negligible.

City of Twin Oaks
Transaction Report
Residential Building Permits/Board of Adjustment Appeals
January 2019 - October 2020

	Date	Memo/Description	Fee Charged	Customer	Review/ Inspection Cost	Reviewer
Fee Income						
Building Permits						
	05/14/2019	Residential Building Permit - Garage	\$ 80.00	157 Crescent Road (Werner)	\$ (267.50)	BFA
	06/17/2019	Building Permit - interior renovation	\$ 80.00	Twin Oaks Presbyterian Church	\$ (168.75)	BFA
	07/23/2019	Building Permit - deck/driveway	\$ 80.00	3 Ann Avenue - Owner (Misuraca)	\$ (150.00)	John W.
	09/20/2019	Building Permit - grading	\$ 80.00	1442 Autumn Leaf Drive (Brown)	\$ (318.75)	BFA
	09/20/2019	Building Permit - driveway	\$ 25.00	1327 Boly Lane (Herbold)	\$ (75.00)	John. W.
	09/20/2019	Boundary Adjustment - Patterson Estates	\$ 250.00	58 Crescent Avenue (Patterson)	\$ (972.59)	BFA
	12/11/2019	Building Permit - driveway	\$ 25.00	5 Golden Oak Court (Saunchegraw)	\$ (75.00)	John W.
	12/11/2019	Residential Building Permit - Pavilion	\$ 30.00	90 Crescent Avenue (Krewson)	\$ (260.00)	BFA
	8/3/2020	Building Permit - Shed	\$ 25.00	3 Golden Oak Court (Chereji)	\$ -	Frank J.
	8/25/2020	Building Permit - interior renovation	\$ 25.00	1569 Autumn Leaf (Nagaraj)	\$ -	Frank J.
	9/10/2020	Building Permit - deck	\$ 25.00	1436 Autumn Leaf (Knox)	\$ (258.75)	BFA
Total for Building Permits			\$ 725.00		\$ (2,546.34)	
<i>Net revenue/expense</i>					<i>\$ (1,821.34)</i>	
Board of Adjustment Appeal Fees						
	06/25/2019	Board of Adjustment Request	50.00	157 Crescent Road (Werner)	\$ -	
	08/13/2019	Board of Adjustment	50.00	90 Crescent Avenue (Krewson)	\$ -	
Total for Board of Adjustment Appeal Fees			\$ 100.00			
Total for Fee Income			\$ 825.00			



2020 Holiday Lighting Display Proposal for Twin Oaks Park from STL Holiday Lighting

Last year, we installed mini-lights and wreaths in 4 different areas of Twin Oaks Park for a total of \$1,395. Those services included installing clear mini-lights on the roof of the pavilion seating area, installing clear mini-lights and a wreath along the lookout deck, installing clear mini lights and 2 wreaths on the bridge, wrapping the 4 trees bordering the bridge ends with clear mini lights, and installing clear mini lights and 1 wreath on the small gazebo over the lake, with Twin Oaks supplying the wreaths.)

For 2020, the price to re-install the same display as last year, will be either \$1,395 or \$1,455.

Your display currently includes 4 wreaths that you provide. We normally charge \$25 for each wreath we install, wire, and take down. Last year, subdivision members chose to hang the wreaths and take them down themselves. Since that reduced our wreath work to wiring only, we reduced our per wreath charge last year to \$10 per wreath, which reduced your bill by \$60. This year, your price for us to re-install the same display will be either \$1,395 or \$1,455, depending on whether or not subdivision members again choose to hang and take down the wreaths themselves. (Either way is perfectly ok with us. We just wanted to make you aware of the reason why this year's price could be the same as last year for the same display of \$60 higher.)

Review of What We Installed in 2019

If you decide to buy any new wreaths this year, we suggest choosing wreaths that are pre-lit with Warm Clear LED mini lights.

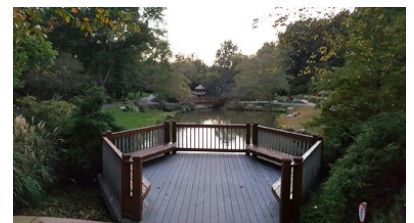
1. Installing Clear Mini-Lights on the Roof of the Pavilion Seating Area: \$275

- We will use 5 strands of our clear mini-lights to outline all 6 sides of the pavilion roof and 6 strands of our clear mini-lights to outline from each corner of the roof up to the top.
- This will require 11 strands of mini-lights, for \$25 each (\$275).



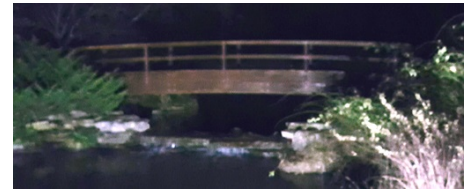
2. Installing Clear Mini-Lights and Hanging a Wreath on the Lookout Deck: \$115

- We will wrap the 2 front posts of the railing with our clear mini-lights and then swag the mini-lights from 1 section of the railing to another, on the outside of the railing.
- This will require 3 strands of mini-lights, for \$30 each (\$90).
- Twin Oaks Community will provide a wreath that we will hang at the head of the deck for \$25. We recommend a 3-foot wreath.



3. Installing Clear Mini-Lights and Hanging 2 Lit Wreaths on the Bridge: \$170

- a. We will swag our clear mini-lights along both sides of the railing of the bridge (approx. 40 ft long), using 2 strands of mini-lights for each side of the bridge (4 strands total).
- b. This will require 4 strands of mini-lights at \$30 each, (\$120).
- c. Twin Oaks Community will provide 2 wreaths that we will hang and wire on each side of the center of the bridge, for \$25 per wreath (\$50 total with 2 wreaths). We suggest using two 4-foot wreaths.



4. Wrapping the 4 Trees at the Ends of the Bridge with Clear Mini Lights: \$660

- a. There are 2 trees located at each end of the bridge (4 trees total).
- b. We will wrap the 4 trees with a total of 22 strands of clear mini lights for a charge of \$30 per strand.
- c. This will include wrapping the trunks of the trees with 1 strand of clear mini lights each and then spiral wrapping around the outsides of the tree branches with additional strands as needed, up to 22 strands total.



5. Installing Clear Mini-Lights and Hanging 1 Lit Wreath on Small Gazebo Over Lake: \$235

- a. We will install small, permanent, brass I-hooks so that we can swag a total of 3 strands of mini-lights around the gazebo railing, between each post (3 swags per side), for a price of \$30 per strand (3 strands x \$30 each = \$90).
- b. We will swag our clear mini-lights along both the walkways to and the railing around the gazebo, using a total of 4 strands of mini-lights for \$30 per strand (\$120).
- c. Twin Oaks Community will provide a wreath that we will hang it on the front of the gazebo over the lake for \$25. (We suggest using a 3-foot wreath and if it has lights, they should be clear LEDs.)



We will also provide and install 4 timers, one for each area where we will be installing lights, and we will set all of them to turn the lights on around 4pm and off around 10pm.



STL Holiday Lighting



Holiday Lighting Services by Flash Track Lighting: Elegant and Trouble Free for any Home or Business since 1998



19027 Old Manchester Road Wildwood MO 63069

Email: Nick@STLHolidayLighting.com
Call or Text: (314) 718-0105
Web: STLHolidayLighting.com

This is only an estimate, not a guaranteed quote. We will charge \$25 or \$30 for each strand of mini-lights we install and \$25 for each wreath we hang. (If you ask us to hang more or less strands of mini-lights than the quantities indicated in this proposal, your price will be adjusted accordingly.) We will provide and maintain ownership of all of the necessary materials for the services listed above except for the wreaths. You will be responsible for purchasing the wreaths, which will be your property to store and keep at the end of the season, after we take them down for you.

Our per-strand prices of \$25 or \$30 for each strand of mini-lights installed (mini-light strands for the seated pavilion area are priced at \$25 per strand while mini lights hung in all other areas and on trees are priced at \$30 per strand due to time involved) are all-inclusive in that we will provide all of the necessary materials, install the indicated strands of mini-lights along the indicated areas, custom-fit the wiring, replace any strands that go out and provide you with any needed service on your display throughout the season, take the lights down in January, and store them in our warehouse.

Notes on Contract Terms:

- Let us know what date the Park's turn-on ceremony is and we will make sure the park's display is installed and working properly by or before that date. (You are welcome to put that date into the contract you send us for this year.)
- We are willing to guarantee take-down between January 2nd and January 15th. (We do need a few weeks to guarantee completion of the take down, as weather radically affects our take-down scheduling, which is why the take-down deadline needs to be no earlier than January 15th.)
- As the City of Twin Oaks is now a repeat customer, no advance payment is necessary. We will bill you once we complete the install, with the exact price depending on how many strands we install. (If Twin Oaks does not instruct us to make any changes to this display as it is proposed in this document, we can guarantee that the final price will be a total of \$1,455 or less.)

Memo to: Board of Aldermen
From: Frank Johnson, City Clerk
Subject: Crescent Road Sidewalk Project
Date: October 19, 2020

Below is the proposed schedule for the Crescent Road Sidewalk Project we received from BFA. The items in red are steps where the comments from the City are required.

This is a conservative timeline. The project could possibly be finished sooner, depending on how quickly the City is able to review and provide comments and complete the right-of-way acquisition.

1. BFA to gather field data and prepare a topographic survey of the project area
Delivery Date Nov 20th
 - a. Field Work is scheduled for Oct 26th
 - b. Draft Topographic Survey Drawing 4 weeks after fieldwork
 - c. City to provide comments on concept plan layout by Nov 20th. See attached Exhibit - Crescent Ave Sidewalk – 1.0.
2. BFA to prepare Preliminary Design and Layout: Duration 4 to 6 weeks
Estimated Delivery Date: Dec 18th to Jan 1st
 - a. Start utility coordination
 - b. Prepare Preliminary Design for City review and comment
 - c. Prepare an updated cost estimate
3. City to review and comment: Duration 2 to 4 weeks
Estimated Delivery Date: Jan 29th
 - a. City to provide comments and approve the Preliminary Layout and scope of construction
 - b. City to review the updated cost estimate
 - c. Public Hearings? Is this something you would like to include in the design process?
 - d. City to determine the estimated duration of their review. BFA recommends 2 to 4 weeks.
 - e. The duration may be shorter or longer depending on the desired number of public hearings.
4. BFA to prepare Easement/Right-of-way Exhibits: Duration 0 to 3 weeks
Estimated Delivery Date: Jan 29th to Feb 19th

- a. City to determine the type of documents needed for acquisition.
 - b. Attached are a few examples of easement and right-of-way exhibits.
 - c. Depending on the type of document needed this may or may not need BFA's services.

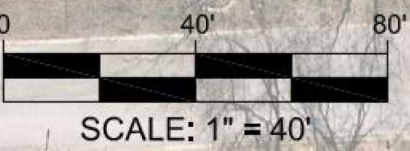
- 5. City Easement/Right-of-way Acquisition: Duration 4 to 6 weeks
Estimated Delivery Date: Mar 19th to Apr 2nd
 - a. City to determine the estimated duration of their review. BFA recommends 4 to 6 weeks.
 - b. City to go to residents and share the preliminary plans to get their approval.
 - c. City to provide feedback from the board and residents.

- 6. BFA to prepare Final Design and Prepare Bid Documents: 4 to 6 weeks
Estimated Delivery Date: Apr 30th to May 14th
 - a. Prepare a final set of plans

- 7. Bidding Period: Duration 4 weeks
Construction Start Date: June 4th, 2021

- 8. Construction: Duration 60 to 90 Days
Construction End Date: August or September 2021

CRESCENT AVE SIDEWALK CONCEPT PLAN 1.0



- NOTES:
- 1. NEARMAP IMAGERY DATED 2-19-20
 - 2. SCALE IS BASED ON GOOGLE EARTH MEASUREMENTS AND SHOULD BE CONSIDERED APPROXIMATE.



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bfaeng.com

TELEPHONE: (636) 239-4751

BFA
Engineering • Surveying

City Clerk's Report

City of Twin Oaks, Board of Alderman

October 16, 2020

General Updates

CARES Act Funds

- Staff submitted the City's application for the St. Louis County's Municipal Relief Program on Oct. 8. Our application was accepted and we have moved into the Pre-Funding Agreement phase. We submitted the required paperwork for this phase on Oct. 13. The next step is receiving and signing the actual funding agreement from St. Louis County, after which the initial 50 percent of requested funds will be transferred.

Credit Card Payments

- After a discussion with financial consultant Jeff Blume, staff is recommending that we do not charge a convenience fee for credit card payments as we anticipate the cost to the city to be insignificant. However, staff will track and monitor the total amount of transaction fees charged and adjust the policy if necessary.

Board of Adjustment Hearing

- Pending board approval of the fee waiver, a hearing for the Board of Adjustment is tentatively scheduled for Nov. 9 on the building permit for a deck at 1436 Autumn Leaf.

Project Updates

Golden Oak Court Lighting

- Ameren is currently estimating that they will get the light installed by Oct. 16. Issues with Ameren's internal work order process have caused delays on this project.

Autumn Leaf Runoff

- BFA is currently working on the plans for the Berm around the Twin Oaks Presbyterian Church athletic field. We hope to have the completed plans by the end of October or early November.

Resealing/Overlay for Park Paths

- Currently in the process of obtaining bids for this work. Due to the late time of year, it's possible that this project will be scheduled for next spring.

Crescent Road Landscaping

- The City has received a bid for removal and new plantings for around \$22,000 from Davey Tree. This exceeds the budgeted amount of \$15,000 for the project. In addition, per the city's purchasing policy, we will need to do a formal bid solicitation.

Golden Oak Landscaping of Circles

- John has identified grasses and other plantings that can be used to beautify this area. Planting will take place next spring.

Boly Lane Entrance Lighting

- According to the contractor, this light is on a photo sensor. The streetlight positioned behind may be causing a delay in when the decorative light turns on.