

**CITY OF TWIN OAKS
BOARD OF ALDERMEN MEETING
TWIN OAKS TOWN HALL
1381 BIG BEND ROAD
WEDNESDAY, APRIL 17, 2024, 7:00 p.m.**

Tentative Agenda

The tentative agenda of the regular meeting of Twin Oaks Board of Aldermen includes:

- 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 Meeting Minutes from April 3, 2024
 - b) Board of Aldermen Closed Meeting Minutes from April 3, 2024
 - c) Bills List from March 30, 2024 to April 12, 2024
 - d) Credit Card Statement for March 2024
- 6) REPORT OF COMMITTEES/COMMISSIONS/CONTRACTORS
 - a) Financial Statements – Dave Watson
 - b) Park Committee – Joe Krewson
- 7) CITIZEN COMMENT
 - a) COMMUNITY INPUT – TWIN OAKS PARK GRANT APPLICATION
- 8) OLD BUSINESS
- 9) NEW BUSINESS
 - a) Resolution No. 2024-08 Approving and Authorizing Mayor to Execute a Second Revision to the Consultant Services Contract with O.R. Colan Associates, LLC For Right of Way Acquisition Services
- 10) DISCUSSION ITEMS
 - a) Welcome Signs
 - b) Sign Regulation Revision
- 11) ATTORNEY’S REPORT
- 12) MAYOR & ASSISTANT CLERK REPORT
- 13) MAYOR AND ALDERMEN COMMENTS
- 14) FINAL CITIZEN COMMENTS

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

Paula Dries
Assistant City Clerk

POSTED: April 12, 2024, 10 a.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 APRIL 3, 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: 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 amended the Agenda adding Park Grant Planning to the Discussion Items. With no questions he asked for a motion to approve of the Agenda. Alderman Lisa Eisenhauer motioned to approve the Agenda as amended, seconded by Alderman Tim Stoeckl. 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 March 14, 2024; Bills List from March 9, 2024 to March 29, 2024; Credit Card Statement for February 2024 and Board of Aldermen Closed Meeting Minutes from March 14, 2024. With no questions or comments Alderman Stoeckl motioned to approve the consent agenda, seconded by Alderman Eisenhauer. The motion passed by a unanimous voice vote.¹

REPORT OF COMMITTEES/COMMISSION/CONTRACTORS

Police Report: Officer John Wehner summarized the police activity for the month of March, including radio calls, written reports, traffic stops, crimes and auto accidents. Alderman Stoeckl inquired about the number of alarms at Commerce and First Bank. Officer Wehner commented that all alarms were responded to and found to be false alarms.

¹ Alderman Milne abstained from voting on the Closed Session Minutes.

CITIZEN COMMENTS

No Citizen Comments.

OLD BUSINESS

Bill No. 24-04: An Ordinance Dedicating a Certain Easement to the Metropolitan St. Louis Sewer District. Mayor Fortune read Bill No. 24-04. City Attorney, Paul Rost, explained that this Bill is related the Crescent Road Improvement Project dealing specifically with Storm water runoff. He clarified that storm water running down Crescent Road will be diverted to discharge at the City owned tringle property at the base of Crescent Road. He concluded that MSD has asked for an easement from the City to have rights to maintain that storm water area. Mayor Fortune read Bill No. 20-04 for a second time. Alderman Dennis Whitmore motioned to approve Bill No. 24-04, seconded by Alderman April Milne. The motion passed on a roll call vote as follows: Alderman Eisenhower-yea, Alderman Stoeckl-yea, Alderman Milne-yea, and Alderman Whitmore-yea. Mayor Fortune stated that Bill No. 24-04 being duly passed becomes Ordinance No. 24-04.

Bill No. 24-05: An Ordinance Approving an Agreement with Missouri American Water Company for Utility Relocation on Crescent Ave. Mayor Fortune read Bill No. 24-05. Mr. Rost explained this is the agreement with the City to pay for all the costs incurred by Missouri American Water for relocation of water lines. Mayor Fortune read Bill No. 24-05 for a second time. Alderman Milne motioned to approve Bill No. 24-05, seconded by Alderman Whitmore. The motion passed on a roll call vote as follows: Alderman Eisenhower-yea, Alderman Stoeckl-yea, Alderman Milne-yea, and Alderman Whitmore-yea. Mayor Fortune stated that Bill No. 24-05 being duly passed becomes Ordinance No. 24-05.

NEW BUSINESS

No new business.

DISCUSSION ITEMS

City Welcome Signs: Assistant City Clerk, Paula Dries, presented updated options to the Board regarding the New Welcome Signs. Discussion ensued and the Board agreed on Option E2 for the new signs but requested font options for the script “Welcome” before making the final decision.

Park Planning Grant: Mayor Fortune has spoken with BFA and there is a person on staff that is skilled at Grant writing and can prepare the application, and exhibits for the City at a cost of \$3000 to \$5000. The Board agreed to contract with BFA and begin the Grant process.

ATTORNEY’S REPORT

City Attorney, Paul Rost presented to the Board the P&Z Commission recommendation to change to the fence regulation to allow replacement of existing chain link fencing (maximum height of 42 inches) but not allow new chain link fences to be built. Alderman Milne asked that there be a time limit placed on replacement of any existing chain link fence. Alderman Milne motioned to accept the P&Z recommendations for changes in the fence code, seconded by Alderman Stoeckl.

City Attorney, Rost presented architectural renderings to the Board for a proposed addition of a Mechanical Screen for Bartolino's Restaurant. He explained that this was a solution for housing the mechanical systems for the Restaurant. He clarified the original plan was to place the units on top of the building but it was discovered that the units would interfere with existing apartments and there were weight bearing issues. He continued, stating that this placement of the Mechanical Screen would eliminate the current sidewalk creating an issue with ADA accessibility. Discussion ensued and the Board agreed that a sidewalk needed to be added to this proposal to replace current sidewalk. The Board also agreed that the issue was minor enough that the proposal didn't need to go through the P&Z and the Board would approve the modifications. Mr. Rost stated that the Final Development plan will include this fourth amendment.

CITY CLERK'S REPORT

Assistant City Clerk, Dries invited everyone to the retirement luncheon for Randy Overfield on Thursday, April 4th at 12:00. She also informed the Board that there will be road repairs to Crescent Road on Monday, April 15th. Topps will be milling the road, repairing the large pot holes and the road will be closed. The Board instructed Assistant City Clerk, Dries to call all residents that will be affected by this closure.

MAYOR & ALDERMEN COMMENTS

Mayor Russ Fortune mentioned that the Easter Egg Hunt was a success with beautiful weather and lots of volunteers. All 3800 eggs were gathered in four minutes.
Alderman Eisenhauer and her family enjoyed the Easter Egg Hunt as well.
Alderman Stoeckl was happy to hear that the Easter Hunt was a success.
Alderman Whitmore congratulated Alderman Stoeckl and Milne on their election win.

FINAL CITIZEN COMMENTS

No final citizen comments.

CLOSED SESSION

Upon motion duly made and seconded, the Board of Aldermen will hold a closed session pursuant to Chapter 610 R.S.MO. for the reasons specifically set forth in Section 610.021 including, but not limited to, discussion pertaining to (1) legal actions, causes of action and litigation or confidential

communications with the City’s Attorney; and (2) the lease, sale or purchase of real estate; and Chapter 610 RSMo for the purpose of dealing with matters relating to the following: Section 610.021(3), hiring, firing, discipling, or promoting employees when personal information about the employee is discussed or recorded; and Section 610.021(13), individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment. Alderman Eisenhauer motioned to move to closed session as amended, seconded by Alderman Stoeckl. The motion passed on a roll call vote as follows: Alderman Whitmore-yea, Alderman Stoeckl-yea and Alderman Eisenhauer-yea.² The Board moved into Closed Session at 7:35 pm.

ADJOURNMENT

There being no further business Mayor Fortune asked for a motion to adjourn the meeting. Alderman Eisenhauer so motioned, seconded by Alderman Whitmore and upon voice vote the regular meeting was announced adjourned at 8:21 p.m.

Drafted By: _____
Paula Dries
Assistant City Clerk

Date of Approval: _____

ATTEST:

Paula Dries
Assistant City Clerk

Russ Fortune,
Mayor, Board of Aldermen

² Alderman Milne abstained from this vote and left the meeting at 7:34 pm.

City of Twin Oaks							
Bills and Applied Payments							
March 30, 2024 to April 12, 2024							
Check No.	Billing Name	Invoice Date	Memo/Description	Invoice No.	Bill Amt	Check Amt	Payment Date
12897	Engelmeyer & Pezzani LLC	3/31/2024	assistant prosecutor duties	4350	\$238.50	\$238.50	4/17/2024
12898	General Code	4/1/2024	annual Maintenance	GC00125435	\$1,195.00	\$1,195.00	4/17/2024
12899	Marco	3/22/2024	monthly contract charges	12315863	\$74.08	\$74.08	4/17/2024
12900	Public Works	3/24/2024	occupancy inspection for 814 Meramec Station	T03242400055002	\$95.50		4/17/2024
		3/31/2024	occupancy inspection for apt 107 & 310	T0331240005002	\$150.00	\$245.50	
12901	Gateway Disposal, LLC	3/31/2024	monthly contract charges (2 months)	43X00002	\$10,657.50	\$10,657.50	4/17/2024
12902	Tech Electronics	3/28/2024	repair of security alarm at 50 Crescent	268640	\$396.00	\$396.00	4/17/2024
12903	Missouri One Call System, INC	3/31/2024	first quarter billing	4031117	\$4.05	\$4.05	4/17/2024
12904	Harvey's	3/31/2024	lawn mowing for City Hall, Park and intersection	31886	\$597.29		
		4/10/2024	Golden Oaks weed and mulch	32561	\$900.00	\$1,497.29	4/17/2024
12905	Fun Flicks	4/5/2025	movie screen rental for movie night	25234805	\$530.99	\$530.99	4/17/2024
12906	TruGreen	3/27/2024	lawn service	189429019	\$91.87	\$91.87	4/17/2024
12907	Christine Carale	4/8/2024	refund for alcohol permit	PR040624	\$100.00	\$100.00	4/17/2024
12908	Ryan Pipes	4/8/2024	resident refund for pavilion reservation	PR040724	\$50.00	\$50.00	4/17/2024
12909	DH Pace	4/1/2024	remining payment for repacement door arm	SVC/264-797102	\$328.00	\$328.00	4/17/2024
12910	Cunningham, Vogel & Roast	3/31/2024	Legal services	69110	\$1,778.81		
			Retainer	69111	\$1,224.50	\$3,003.31	4/17/2024
12911	Missouri American Water	4/9/2024	License to Utilize agreement	Ord. No. 24-05	\$34,875.00	\$34,875.00	4/17/2024
12912	St Louis County Police Department	4/3/2024	police contract for April	158365	\$12,561.51	\$12,561.51	4/17/2024
12913	BFA	3/31/2024	utility coordination	20829	\$20,980.44	\$20,980.44	4/17/2024
12914	Traffic Control Company	4/11/2024	decal sticker for the park entrance	0020208-IN	\$48.00	\$48.00	4/17/2024
Autopay	MSD	3/25/2024	charges for 50 Crescent	0813150-0	\$34.84	\$34.84	4/15/2024
Autopay	MO-American Water	3/25/2024	charges for 50 Crescent	6457	\$17.62	\$17.62	4/16/2024
Autopay	MO-American Water	3/26/2024	charges for 1240 Derbyshire	6868	\$48.92	\$48.92	4/17/2024
Autopay	MO-American Water	3/28/2024	charges for 1 Twin Oaks Park	8944	\$6.45	\$6.45	4/19/2024
Autopay	MO-American Water	3/28/2024	charges for 1 Twin Oaks Park	8845	\$282.49	\$282.49	4/19/2024
Autopay	MO-American Water	3/26/2024	charges for 1312 Big Bend	5681	\$60.06	\$60.06	4/17/2024
Autopay	MO-American Water	4/2/2024	charges for fire park	9022	\$32.93	\$32.93	4/24/2024
Autopay	Spire	3/25/2024	charges for City Hall	3056	\$155.67	\$155.67	4/4/2024
Autopay	Spire	3/25/2024	charges for 50 Crescent	361	\$111.01	\$111.01	4/9/2024
Autopay	Ameren	4/4/2024	street light charges	5515	\$639.27	\$639.27	4/18/2024
Autopay	Quadient	4/9/2024	postage purchase	BH3777630155	\$500.00	\$500.00	4/11/2024
Autopay	MSD	4/8/2024	charges for City Hall	1219399-1	\$51.49	\$51.49	4/29/2024
Autopay							
Autopay							
Autopay							
					88817.79	88817.79	
			Alderman				
			Alderman				



FINANCIAL REPORT

FOR THE TWO MONTHS ENDING FEBRUARY 29, 2024

**CITY OF TWIN OAKS
COMBINED BALANCE SHEET
February 29, 2024**

<u>Assets</u>		
Cash	\$	1,946,480
Other current assets		226,092
Lease receivable		361,183
TOTAL ASSETS		2,533,755
<u>Liabilities</u>		
Payables and deferred		130,876
Lease related		346,265
TOTAL LIABILITIES		477,141
<u>Fund Balances</u>		
Sewer Lateral		47,019
Capital Improvements		740,088
Road		(33,535)
Park/Stormwater		418,973
General		884,069
TOTAL FUND BALANCES		2,056,614
TOTAL LIABILITIES AND FUND BALANCES		2,533,755

CITY OF TWIN OAKS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
TWO MONTHS ENDED, FEBRUARY 29, 2024

	<u>Sewer</u>	<u>Cap Impr</u>	<u>Road</u>	<u>Park/Strm</u>	<u>General</u>	<u>Total-All Funds</u>		<u>Percent Change</u>
						<u>2024</u>	<u>2023</u>	
<u>REVENUES</u>								
Sales taxes	\$ -	\$ 38,068	\$ -	\$ 44,786	\$ 117,848	\$ 200,701	\$ 341,999	-41.3%
Property tax	-	-	-	-	4,581	4,581	45,726	-90.0%
Intergovernmental taxes	-	-	7,422	-	1,617	9,039	7,222	25.2%
Licenses, permits, fees	1,248	-	-	-	6,234	7,481	5,790	29.2%
Municipal Court	-	-	-	-	1,072	1,072	-	
Miscellaneous	-	-	-	-	-	-	84	-100.0%
Investment income	65	-	-	-	4,118	4,182	3,558	17.5%
Total	1,312	38,068	7,422	44,786	135,469	227,057	404,379	-43.9%
<u>EXPENDITURES</u>								
Court	-	-	-	-	2,159	2,159	953	126.6%
Personnel services	-	-	10,490	6,993	35,080	52,562	51,143	2.8%
Administrative	-	-	-	-	15,833	15,833	11,982	32.1%
Operating	-	-	17,903	1,558	14,839	34,300	37,594	-8.8%
Contractual	-	-	-	2,314	10,731	13,044	4,239	207.7%
Police	-	-	-	-	25,123	25,123	24,460	2.7%
Maintenance and repair	-	-	1,893	4,106	-	5,999	6,170	-2.8%
Debt service	-	71,393	-	-	-	71,393	71,393	0.0%
Capital Imp-Stormwater	-	-	-	-	-	-	2,165	
Capital Imp-Park	-	-	-	-	-	-	-	
Capital improvement-Road	-	-	12,007	-	-	12,007	14,890	-19.4%
Total	0	71,393	42,293	14,971	103,764	232,421	224,989	3.3%
Excess (deficiency) of revenues over (under) expenditures	1,311	(33,325)	(34,871)	29,815	31,705	(5,364)		
<u>Other Sources (Uses)</u>								
Transfers In	-	0	-	-	-	0	0	
Transfers (Out)	-	0	-	0	0	0	0	
Change in Fund Balance	1,311	(33,325)	(34,871)	29,815	31,705	(5,364)		
Fund Balance 1/1/2024-UNAUDITED	45,708	773,413	1,336	389,158	852,364	2,061,979		
Fund Balance 2/29/2024	\$ 47,019	\$ 740,088	\$ (33,535)	\$ 418,973	\$ 884,069	\$ 2,056,615		

CITY OF TWIN OAKS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
BUDGET - FISCAL YEAR 2024

						Total-All Funds		Budget Change %
	<u>Sewer</u>	<u>Cap Imprv</u>	<u>Road</u>	<u>Park/ Stormwater</u>	<u>General</u>	<u>BUDGET 2024</u>	<u>ACTUAL 2023</u>	
<u>REVENUES</u>								
Sales taxes	\$ -	\$ 305,000	\$ -	\$ 380,000	\$ 669,600	\$ 1,354,600	\$ 1,270,705	6.6%
Property tax	-	-	-	-	42,000	42,000	48,882	-14.1%
Intergovernmental taxes	-	-	45,000	-	15,000	60,000	58,901	1.9%
Licenses, permits, fees	4,700	-	-	3,200	123,700	131,600	145,355	-9.5%
Municipal Court	-	-	-	-	1,000	1,000	2,481	-59.7%
Miscellaneous	-	-	-	-	1,000	1,000	10,136	-90.1%
Investment income	100	-	-	1,000	45,000	46,100	23,800	93.7%
Total	4,800	305,000	45,000	384,200	897,300	1,636,300	1,560,261	4.9%
<u>EXPENDITURES</u>								
Court	-	-	-	-	5,000	5,000	8,232	-39.3%
Personnel services	-	-	57,341	38,228	179,322	274,891	267,425	2.8%
Administrative	-	-	-	-	124,900	124,900	120,591	3.6%
Operating	5,000	-	93,100	97,950	102,200	298,250	242,286	23.1%
Contractual	-	-	-	-	67,450	67,450	64,190	5.1%
Police	-	-	-	-	151,000	151,000	146,757	2.9%
Maintenance and repair	-	-	32,000	43,700	-	75,700	52,697	43.7%
Debt service	-	142,801	-	-	-	142,801	142,786	0.0%
Capital Imp-Stormwater	-	-	-	112,798	-	112,798	40,133	181.1%
Capital Imp-Park	-	-	-	25,000	-	25,000	95,146	-73.7%
Capital improvement-Road	-	-	430,773	-	-	430,773	135,334	218.3%
Total	5,000	142,801	613,214	317,676	629,872	1,708,563	1,315,576	29.9%
Excess (deficiency) of revenues over (under) expenditures	-	162,199	(568,214)	66,524	267,428	(72,263)	244,685	
<u>Other Sources (Uses)</u>								
Transfers In	-	142,900	565,000	-	-	707,900	-	
Transfers (Out)	-	(565,000)	-	(57,200)	(85,700)	(707,900)	-	
Change in Fund Balance	-	(259,901)	(3,214)	9,324	181,728	(72,263)	244,685	
Fund Balance 1/1/2024	47,406	747,949	4,147	355,455	919,490	2,074,447	-	
Fund Balance 12/31/2024	\$ 47,406	\$ 488,048	\$ 933	\$ 364,779	\$ 1,101,218	\$ 2,002,184	-	

A RESOLUTION APPROVING AND AUTHORIZING THE MAYOR TO EXECUTE A SECOND REVISION TO THE PROPOSAL TO THE CONSULTANT SERVICES CONTRACT WITH O.R. COLAN ASSOCIATES, LLC FOR ADDITIONAL RIGHT OF WAY ACQUISITION SERVICES.

WHEREAS, on June 1, 2022, by Resolution 2022-15, the Board of Aldermen of the City of Twin Oaks approved a consultant services contract with O.R. Colan Associates, LLC, for right-of-way and easement acquisition services related to the Crescent Avenue Project (the “Contract”) which included and incorporated a scope of work and cost estimate in a proposal dated May 18, 2022 which was attached as Exhibit A to the Contract (the “Proposal”); and

WHEREAS, thereafter, the City expanded the scope of the Crescent Avenue Project slightly which caused the need for the acquisition of further property interests and which was memorialized on January 4, 2023, by Resolution 2023-01 revising the Proposal to include the additional work and adjusting the original schedule (“Proposal Revision 1”); and

WHEREAS, after approving Proposal Revision1, the City slightly altered the scope of the stormwater aspect of the Crescent Avenue Project which has resulted in the need for the acquisition of additional property interests and, as such, the Board of Aldermen now desires to amend the Contract to include all additional work and adjust the original schedule.

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

Section 1. The Board of Aldermen hereby approves an amendment to the Consultant Services Contract by modifying the scope of the original proposal, attached as “Exhibit A” to the Contract approved by Resolution 2022-15, as amended by approving the changes set forth on the “Right of Way Acquisition Services - Crescent Avenue Proposal Revision 2” attached hereto and incorporated herein by reference (the “Proposal Revision 2”) for a total project cost of \$21,805.00. The Revised Proposal shall supersede and replace the proposal attached as Exhibit A to the Contract but the Contract shall remain in full force and effect.

Section 2. The total contract price after the Proposal Revision 2 shall not to exceed \$21,850.00 plus expenses as detailed in the original proposal attached as “Exhibit A” to the Contract and Proposal Revision 1.

Section 3. The Mayor is hereby authorized to execute Proposal Revision 2 to the Contract substantially the form of the contract, marked “Exhibit 1” attached hereto.

Section 4. This Resolution shall be effective upon its passage by the Board of Aldermen and execution by the Mayor.

THIS RESOLUTION WAS PASSED AND APPROVED THE 17th DAY OF APRIL 2024, BY THE BOARD OF ALDERMEN OF THE CITY OF TWIN OAKS, MISSOURI.

Russ Fortune, Mayor

Attest:

Frank Johnson, City Clerk/Administrator

Exhibit 1
Proposal Revision 2

February 22, 2024
April 11, 2024

Paul Rost, City Attorney
City of Twin Oaks
1381 Big Bend Road
Twin Oaks, MO 63021

RE: Right of Way Acquisition Services
Crescent Avenue Proposal Revision 2

Dear Mr. Rost,

On August 23, 2023, you for contacted O. R. Colan Associates (ORC) about updating the proposal to provide right of way acquisition services for four parcels specifically known as 98 Crescent Avenue, 90 Crescent Avenue, 140 Crescent Avenue and 2 Golden Oak Court and to provide additional title reports on two other parcels located at 140 Crescent Ave. and 150 Crescent Ave. ~~Additionally, ORC was contacted on February 12, 2024 to add title report, pay estimate, negotiations and recording on the parcel known as 147 Crescent Road.~~

The following Scope of Work and Cost Proposal is based upon the information we have received on the project and our understanding of the project as of today. Included in our understanding is that there is a possibility of federal funds being used in some, or all, of the project. Based upon this possibility, ORC's proposal anticipates needing to follow the requirements of 49 CFR Part 24 Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs in addition to the laws and regulations of the State of Missouri.

Presentation to City Council

ORC will make a presentation to the City Council in which the negotiation and condemnation process will be outlined.

Lump Sum: \$500

Title Work

Title reports will be obtained on all five parcels listed above. These title reports will provide information on ownership, liens and other information which may affect the negotiations or the property owner's ability to transfer the needed property rights.

Cost for Title Reports: 5 reports @ \$425 each = \$2,125

Valuation Services

Based upon our review of the situation, it appears the valuation problem on two of the properties (90 Crescent Avenue & 2 Golden Oak Court) is uncomplicated and the anticipated value of the proposed acquisitions is estimated at less than \$10,000.

Due to this situation, these two properties can be valued using the Waiver Valuation/Payment Estimate method.

The property located at 98 Crescent Avenue involves considerably more property and a number of trees, all of which adds to the complexity of the valuation problem. Due to this situation this parcel will be valued by an appraiser utilizing the Value Finding Appraisal Format and upon completion this report will be reviewed by a separate appraiser.

Cost for Valuations: 3 Payment Estimates @ \$400 each = \$1,200
2 Value Finding Reports @1,800 = \$3,600
2 Value Finding Review @ \$900 = \$1,800

Negotiations

*ORC shall negotiate acquisitions in accordance with the MoDOT LPA Manual, the Uniform Act, and the laws of the State of Missouri. This may include but it not limited to the following: Describing the acquisition, referencing plats, and explaining construction, project schedule and other details. Clearly explain details related to the appraisal and how the offer was developed as well as answering valuation questions.

*ORC shall prepare all necessary documents for review and signature by the City of Twin Oaks (City). The only offer allowed is that approved by the City. ORC may not present any counteroffer or agree to any plan revisions without the expressed permission of the City. ORC shall relay all concerns, counter offers or issues to the City.

*When negotiations result in an agreement for approved fair market value or a City approved administrative settlement, ORC shall prepare the necessary documents and secure signatures from the owner or their representative.

*Upon reaching a settlement with the property owner, ORC will process for payment. On a case-by-case basis the City will need to provide direction as to whether the closing should take place at a title company with the title company obtaining deeds of release or if the City is comfortable with simply recording the deeds. If a property is closed at a title company, ORC will facilitate the closing with the title company. The title company costs will be a pass through and are not included in this proposal. If the decision is made to record the deeds, ORC will handle the recording. The Recording fees will be a pass-through cost and are not included in this proposal.

*Should negotiations not result in a settlement and there is a need for a condemnation action, ORC shall provide a copy of the parcel file to the City.

*At a minimum, ORC will take the following actions on each right of way parcel to be acquired for the project: Deliver acquisition brochure, plan pages, offer letters, and unsigned transfer documents. These will be delivered by either personal contact, certified mail or other method as approved by the City. ORC will maintain a negotiator's log of contacts with property owners which will indicate efforts to achieve amicable settlements, responsiveness to owner's counter proposals and suggestions for changes to the plans.

Cost for Negotiations: 4 parcels @\$2,500 per parcel = \$10,000

Project Management

Project Management involves oversight of the right of way acquisition process on the project including supervision of subcontractors and staff, quality control and providing regular written status reports on the project.

4 parcels @ \$375 each = \$1,200

Additional Services for 147 Crescent Road

~~A title report will provide information on ownership, liens and other information which may affect the negotiations or the property owner's ability to transfer the needed property rights. ORC will coordinate with the property concerning their interest to donate to the proposed easement. If they do not desire to waive their right for an appraisal, then appraisal services will be necessary. It appears that the valuation is uncomplicated, and the anticipated value of the proposed acquisitions is estimated at less than \$25,000 so a pay estimate will be prepared. ORC will provide the pay estimate to the City for approval. Upon approval, the acquisition brochure, plan pages, offer letter, and unsigned transfer documents will be prepared. These will be delivered by either personal contact or First Class mail. ORC will maintain a negotiator's log of contacts with property owners which will indicate efforts to achieve amicable settlements, responsiveness to owner's counter proposals and suggestions for changes to the plans. Active Negotiations will occur for up to 120 days. The parcel will be recorded upon settlement. If a settlement cannot be reached, ORC will turn over all documentation to the City for Condemnation proceedings.~~

~~All services, except for E-recording fees, not to exceed \$3,000.~~

Cost Proposal Summary

Cost for City Council Presentation: \$500
Cost for Title Reports: 5 reports @ \$425 each = \$2,125
Cost for Payment Estimates: 4 @ \$400 each = \$1,600
Cost for Value Finding Report: 2 @ \$1,800 = \$3,600
Cost for Value Finding Report Update: 1 @ \$500 = \$500
Cost for Value Finding Report Review: 2 @ \$900 = \$1,800
Cost for Negotiations: 4 parcels @\$2,500 per parcel = \$10,000
Cost for Project Management: 4 parcels @ \$375 each = \$1,500
Cost for E-Recording: 5 4 parcels @ \$45 each = \$225 \$180
Cost for adding 147 Crescent Road Parcel: Not to exceed \$3,000.

Total Cost Proposal: ~~\$24,850~~ \$21,805

Schedule

Following is an estimated project schedule:

Day 1 – Notice to Proceed

Day 1 to 30 – Obtain title reports

Day 1 to Day 90 - Valuations

Day 45 to Day 165 – Negotiation process complete on 4 parcels – March 1, 2024

147 Crescent Road Parcel Negotiation process complete or submitted to City for Condemnation – July 1, 2024

The main items that could affect this schedule are the workload of the appraisers at the time the work is assigned to them and how receptive the property owners are to the project, the affect on their property and the compensation offered to them.

Other

The following items are not included in the above cost proposal and will be provided by others, in a timely manner, if required:

- *Plats & Legal Descriptions
- *Surveys
- *Property purchase payments and closing & related fees including recording fees, title insurance, closing services and partial deeds of release.
- *Property management & maintenance
- *Environmental services
- *Condemnation activities

Thank you for the opportunity to provide this proposal and please do not hesitate to contact me with any questions.

Sincerely,

Janelle L Lemon

Janelle Lemon
Project Manager

Agreed upon by:

O.R. COLAN ASSOCIATES, LLC

Signature: _____

Michael Jett, Divisional Director

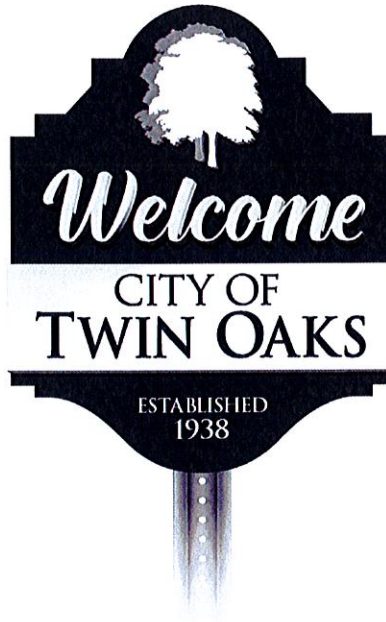
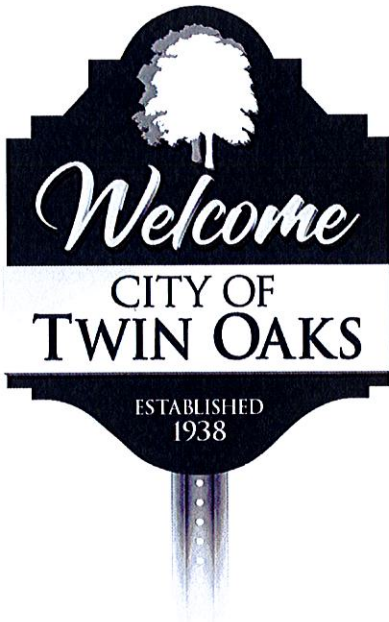
DATE: _____

CITY OF TWIN OAKS

Signature: _____

Paul Rost, City Attorney

DATE: _____



Option E2.1 (Graphics Reflective)
 - 24" Tall x 20" Wide
The Following are Raised:
 Trees, Welcome, Rectangle

Option E2.2 (Graphics Reflective)
 - 24" Tall x 20" Wide
The Following are Raised:
 Trees, Welcome, Rectangle

Option E2.3 (Graphics Reflective)
 - 24" Tall x 20" Wide
The Following are Raised:
 Trees, Welcome, Rectangle



DESIGNER:
 Nik Kuhn
 nik@dalesigns.com
 314-966-2620

CLIENT CONTACT:
 Russ Fortune
 rfortune@cityoftwinoaks.com
 636-225-7873

All ALUMINUM SIGN OPTIONS:
 - Signs are 24" Tall and 6' Above Grade
 - Graphics or Full Sign Can Be Reflective
 - Signs Shown on New Galvanized Posts





City Limit Signs E2-E4 - Quotation

13652 Manchester Rd.
St. Louis, MO 63131
www.dalesigns.com
314-966-2620

Quote Date: 3/27/2024
Valid Until: 4/17/2024

Quotation For

City of Twin Oaks
Client Contact: Russ Fortune (636-225-7873)
Email: rfortune@cityoftwinoaks.com

Prepared by: Nik Kuhn

PO: # _____ \$ _____
SO: # _____ \$ _____
Deposit: # _____ \$ _____
Invoice: # _____ \$ _____

Comments or Special Instructions

Production time is currently 5-7 weeks from the date of mandatory 50% deposit. Final balance is due NET 30 from date of installation.

Quantity	Description	Unit Price	Taxable?	Line Total
5	Option E2 (Reflective Graphics): Blue Painted 080" Aluminum, Engineer Reflective Graphics, Clear Coated <i>Option E2 has Reflective Raised Trees, Welcome, & Rectangle with Flat Reflective Date</i>	\$ 1,170.00	No	\$ 5,850.00
5	Option E3 (Reflective Graphics): Blue Painted 080" Aluminum, Engineer Reflective Graphics, Clear Coated <i>Option E3 has Reflective Raised Trees & Welcome with Flat Reflective Twin Oaks & Date</i>	\$ 930.00	No	\$ 4,650.00
5	Option E4 (Full Reflective): Stock White 080" Aluminum, Printed Engineer Reflective, UV Over Laminate <i>Option E4 has Reflective Raised Trees & Welcome with Flat Reflective Name & Date</i> <i>All Options Utilize Our in-house Two-Part Acrylic-Polyurethane Automotive Paint on Front & Back of Sign</i>	\$ 650.00	No	\$ 3,250.00
5	Galvanized Steel U-Channel Posts: 9.5' Tall, 3" Wide Heavy Gauge Galvanized Steel Posts Installation Hardware Included: Flanged Bolts and Locking Nuts Painted To Match Sign	\$ 70.00	No	\$ 350.00
1	U-Channel Installation: 2-Man Crew (5) U-Channel Posts Driven in 30" To Frost Line, with 6' Above Ground <i>Any Signs that must be Installed in a Sidewalk will incur Additional \$300 Concrete Core Drill Fee/Sign</i> Per Law, Installation Sites will be Marked for Utilities Prior to Removal and Installation of New Posts	\$ 2,000.00	No	\$ 2,000.00

Subtotal	N/A
Tax Rate	EXEMPT
Tax	N/A
TOTAL	N/A
50% Deposit	N/A

The final balance is due on date of install or pick up. Until paid in full, all signs and materials remain property of Dale Sign Service Inc.

All LED and/or NEON lighted exterior building signs, pole signs, or ground monuments must be on their own dedicated 20-amp circuit breaker.

All ground sign installation prices quoted with normal digging conditions. If we run into any unforeseen obstructions during installation, such as: unknown concrete slabs, large rock, tree roots, old cisterns, buried construction debris, or dead unmarked utility lines an additional labor fee will be charged for all additional labor required to complete the job.

All ground signs, whether they are new or being redone, require a certified site plan supplied by the customer, at their expense, to apply for permitting. Site plans must be stamped & sealed by the civil engineer or their company, must include all property/boundary lines, and must be legible.

When running new electrical lines underground, Dale Sign Service Inc. will confirm all utilities are marked before digging. Sprinkler systems however must be marked by the customer. In the event that sprinklers are damaged from improperly being marked, the customer is solely responsible for all repairs.

If the below-identified customer breaches any of the terms of this contract, then the below-identified customer shall pay to Dale Sign Service Inc. all of Dale Sign Service Inc.'s costs and expenses, including all attorney's fees, incurred by Dale Sign Service Inc. in enforcing the terms of this contract.

To accept this quotation, sign here and return with deposit _____

Thank you for your business!

Section 510.010 **Definitions.**

[R.O. 2016 § 510.010; Ord. No. 409 § 2, 11-20-2013]

As used in this Chapter, the following terms shall have the meanings ascribed to them:

BARBED WIRE

Twisted strands of fence wire with barbs at regular intervals.

BRICK FENCE

A fence constructed of manufactured brick or stone ~~with at least thirty percent (30%) of said fence containing open areas consistently throughout the length of the fence.~~

CHAIN LINK

~~Vinyl, color-coated (black or earth tone) w~~Wire of **at least eleven-gauge (or thicker)** woven into mesh no less than two (2) inches, attached to metal posts spaced at regular intervals ~~only for uses other than division fences.~~

Commented [PRI]: It is a "wire fence" if it is greater than 11 gauge—note that the lower the gauge the thicker the wire so it may be confusing to use words like "over" or "under"

DECORATIVE FENCING

Fencing used not as a barricade but simply for aesthetic purposes.

DIVISION FENCE OR WALL

Any partition erected parallel to and/or along a residential property line and setting off the property of one (1) person from that of another or otherwise for the purpose of shielding property from trespass or view.

PERSON

Any person, firm, partnership or corporation, whether as owner, tenant, occupant or lessee of any real estate in the City or as the contractor or subcontractor of such owner, tenant, occupant or lessee.

STACKED FENCE

A split-rail fence, often laid out in zigzag pattern for decorative purposes, made from logs split lengthwise.

STONE FENCE

See "brick fence," above.

VINYL-CLAD WIRE

Wire woven in a mesh pattern that is coated with vinyl.

WALL

A solid exterior partition designed to act as a retaining wall.

WIRE FENCE

A light wire (under eleven-gauge), including woven wire, chicken wire, barbed wire or variations thereof.

Section 510.020 **Certain Uses Prohibited.**

[R.O. 2016 § 510.020; Ord. No. 409 § 3, 11-20-2013]

- A. No person shall erect or maintain any division fence or screen, in whole or in part of cloth, canvas, wire, or other like material, except during construction.
- B. No person shall permit any fence erected or maintained on premises owned, occupied or leased to be used for advertising purposes.
- C. No fence of any kind is permitted for residences in a front yard.
- D. Fences that do not utilize the same type of material throughout, except upon careful review and exercise of discretion by the Code Enforcement Officer, are prohibited.
- E. Residential fences that do not have the finished side to the outside of the property are prohibited.

Commented [PR2]: Through lots?

Commented [PR3]: Not clear what standards would guide this decision

Section 510.030 **Allowable Fences.**

[R.O. 2016 § 510.025; Ord. No. 409 § 4, 11-20-2013]

- A. District "A" Residential: powder-coated anodized aluminum or powder-coated galvanized-steel in black or earth tones; wood (including composite wood with wood-grain finish in natural wood colors, but not plywood or knotty pine); decorative wrought iron in black or earth tones; decorative stacked fence; stone or brick fence so long as the brick fence has at least thirty percent (30%) of the fence containing open areas consistently throughout the length of the fence. Chain link fences are not permitted in the "A" District (except as set forth in Section 510.070, Nonconforming Fences).
- B. District "B" Residential: wood as listed for District "A"; powder-coated/vinyl-clad chain-link fencing (permitted only for tennis courts or baseball field backstops) in black or green color only. Division fences consisting of chain link are not permitted in the "B" District shall be chain link (except as set forth in Section 510.070, Nonconforming Fences).
- C. District "C" Commercial: powder-coated aluminum or powder-coated galvanized steel in black color only; wood as listed for District "A," above or vinyl fencing in any color approved by the Board of Aldermen.

Section 510.040 **Permit Required For Construction Or Alteration.**

[R.O. 2016 § 510.030; Ord. No. 409 § 5, 11-20-2013]

- A. No person shall construct or alter any fence, screen, wall or other exterior partition in the City without first filing an application with and receiving a permit from the Code Enforcement Officer for the construction of such fence, screen or wall. Such application shall be filed upon forms provided by the Code Enforcement Officer and shall clearly show the type of fence, screen or wall proposed to be constructed, the material of which it is to

be constructed and the location where it is to be constructed. Said location shall further be identified by corner staking of the applicant's property limits within the area proposed to be fenced. Said proof of property boundary shall be accompanied by a professional survey, if reasonably requested by the Code Enforcement Officer.

- B. No permit shall be required for the construction or alteration of an exterior wall less than three (3) feet in height.

Section 510.050 Permit Fee.

[R.O. 2016 § 510.040; Ord. No. 409 § 6, 11-20-2013]

An application for a permit under the provisions of this Chapter shall be accompanied by a fee of twenty-five dollars (\$25.00) to cover the cost of the permit and inspection of the fence, screen, wall or exterior partition proposed to be constructed.

Section 510.060 Height Restrictions — Installation Requirements.

[R.O. 2016 § 510.050; Ord. No. 409 § 7, 11-20-2013]

- A. No person ~~residing in a residential area~~ shall construct, ~~cause to be constructed~~, or maintain ~~on a residential lot~~ any division fence or any other fence, wall, or exterior partition, which exceeds ~~six (6) feet in height except where rear yard of a residentially used property abuts a non-residential use and sits at an elevation below the abutting non-residential use in which case the fence shall not exceed~~ eight (8) feet in height.
- B. All division fences constructed of wood shall be finished on the neighboring homeowner's side in wood-tone or other natural wood color.
- C. Manufactured fences shall be installed according to manufacturer specifications. For fences not accompanied by manufacturer specifications, line fence posts shall be set at a depth of not less than two (2) feet, terminal posts shall be set in concrete at a depth not less than three (3) feet and all posts and vertical fence boards shall be constructed at the plumb line. Posts for wood panel and rail fencing shall be installed on the applicant's side of the division line. Fences constructed of brick, stone or ornamental iron shall be set on concrete footings not less than three (3) feet in depth.

Section 510.070 Non-Conforming Fences.

[R.O. 2016 § 510.060; Ord. No. 409 § 8, 11-20-2013]

A. _____ Division fences, walls or exterior partitions which do not conform to the provisions of this Chapter but which are in place prior to its adoption (November 20, 2013) may continue in existence; provided, however, that in the event any such non-conforming fence, wall or partition shall be damaged or destroyed or shall decay to the extent that the cost of restoration shall exceed fifty percent (50%) of the cost of a new fence or wall, including labor and materials, then said fence, wall or partition shall be altered and reconstructed in conformity with the provisions of this Chapter, including those Sections hereof requiring the issuance of a permit.

B. _____ ~~Notwithstanding anything herein to the contrary, a chain link fence legally erected prior to~~

the date of adoption of this Code and not in compliance with the provisions of this Chapter prohibiting chain link but otherwise compliant, may be replaced with a vinyl, color-coated (black or earth tone) chain link fence in the identical location as the fence to be replaced provided that the replacement fence does not exceed forty-two inches (42") in height, is not placed in the front yard, is not thinner than 11 gauge, and does not otherwise create or expand any other non-conformities within this Section.

C. *Abandonment or Discontinuance.* In the event that a non-conforming fence is removed for a period of thirty (30) days or more, such removal shall be deemed an intent to abandon such non-conforming fence and the non-conforming status of the fence shall be deemed abandoned and cannot be replaced as set forth above.

Section 510.080 Maintenance.

[R.O. 2016 § 510.070; Ord. No. 409 § 9, 11-20-2013]

Fences, walls or exterior partitions shall be maintained in a state of good repair, free of rotting, rusting, loose or deteriorating supports, members, materials and hardware and properly painted, stained or otherwise preserved. The Code Enforcement Officer is hereby empowered to issue notices to property owners to comply with this Section. Owners will be given a reasonable time to comply not to exceed thirty (30) days; provided, however, that a longer period may be given at the discretion of the Code Enforcement Officer if such compliance within that time would work an undue hardship.

Section 510.090 Penalty.

[R.O. 2016 § 510.080; Ord. No. 409 § 10, 11-20-2013]

Every person constructing, maintaining or altering any fence, wall or exterior partition in violation of or contrary to the requirements of this Chapter, and every person who shall fail, neglect or refuse to observe the requirements of this Chapter or violate the same, shall be guilty of a misdemeanor and upon conviction thereof shall be subject to a fine as set forth in Section **100.220** of this Code.

**Mayor & Assistant Clerk Report
City of Twin Oaks, Board of Alderman
April 17, 2024**

Harvey's- will be working on Golden Oak Ct removing weeds and mulching-weather permitting

Parkway is holding an in service day for students on April 18th-PSH will be sending 10 students to work in Twin Oaks Park-staining benches and picnic tables-8:00-12:00-this is the first service day Parkway has held

Twin Oaks recognized as Tree City USA

Arbor Day-Tuesday, April 23-April Milne will be officiating at this event while Russ is on vacation in Mexico