

**CITY OF TWIN OAKS
BOARD OF ALDERMEN MEETING
BOARD CHAMBER, TWIN OAKS TOWN HALL
1381 BIG BEND ROAD
WEDNESDAY, JULY 20, 2022, 7:00 p.m.**

This meeting of the Twin Oaks Board of Aldermen will 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.

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 Meeting Minutes from July 6, 2022
 - b) Board of Aldermen Special Meeting Minutes from June 22, 2022
 - c) Bills List from July 2 through July 15, 2022
 - d) Credit Card List from June 1 through June 30, 2022
- 6) REPORT OF COMMITTEES/COMMISSIONS/CONTRACTORS
 - a) Financial Statements — Jeff Blume
 - b) Semi-Annual Statement — Jeff Blume
 - c) Park Committee — Joe Krewson
- 7) PRELIMINARY CITIZEN COMMENTS

(Remarks shall be limited to three (3) minutes on any one subject unless time is extended by the Board)
- 8) NEW BUSINESS
 - a) Resolution No. 2022-17: A RESOLUTION OF THE TWIN OAKS BOARD OF ALDERMEN APPROVING AN AGREEMENT WITH BFA, INC. FOR STORMWATER CALCULATIONS FOR A PROPOSED STORMSEWER PIPE AT 90 CRESCENT AVE.
 - b) Bill No. 22-16: AN ORDINANCE AMENDING CHAPTER 115 “CITY OFFICIALS” OF THE MUNICIPAL CODE OF THE CITY OF TWIN OAKS TO ADD A NEW ARTICLE VII, PROSECUTING ATTORNEY
 - c) Bill No. 22-17: AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT FOR MUNICIPAL COURT SERVICES WITH ST. LOUIS COUNTY, MISSOURI

d) Bill No. 22-18: AN ORDINANCE APPOINTING A PROSECUTING ATTORNEY AND AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT FOR PROSECUTING ATTORNEY SERVICES WITH TIM ENGELMEYER AND ENGELMEYER & PEZZANI, LLC

9) DISCUSSION ITEMS

- a) Crescent Ave Sidewalk Project
- b) Leaf Vacuuming RFP
- c) Snow/Ice Removal RFP

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) ADJOURNMENT

Frank Johnson
City Clerk/Administrator

POSTED: July 18, 2022, 10:00 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, JULY 6, 2022**

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 – absent
Dennis Whitmore – yea Tim Stoeckl – yea

Also Present: Frank Johnson, City Clerk/Administrator
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 for a motion to approve the agenda. Alderman Dennis Whitmore so motioned, seconded by Alderman April Milne. The motion passed by a voice vote.

APPROVAL OF THE CONSENT AGENDA

Mayor Fortune asked for a motion to approve the Consent Agenda consisting of the Regular Session Minutes of June 5, 2022, and the Bills list from June 11 through July 1, 2022. Alderman Whitmore noted that a correction was needed in the minutes. Notes to make the change were made and Alderman Whitmore motioned to approve the Minutes as amended, seconded by Alderman Milne. The motion passed by a voice vote.

REPORT OF COMMITTEES/COMMISSIONS/CONTRACTORS

Police Report: Officer John Wehner reported on police activity for the month of June. Alderman Milne asked for details on reported graffiti at the Twin Oaks Park. Officer Wehner reported that graffiti was found on two of the playground slides and on one of the upright post at the beginning of June. Mayor Fortune noted that the new bike for Officer Wehner arrived and was used at the Fireworks Event. The Board asked if there were any incidents during the July Fireworks event, Officer Wehner reported that there were no incidents that involved police. Mayor Fortune thanked County Police and the Park Staff for their long hours of work to prepare and work the Fireworks event on July 3.

PRELIMINARY CITIZEN COMMENTS

Deb Lavender introduced herself to the Board and announced that she will be running for State Representative for our District 99. Trish Gunby, the City's current Representative, is running for a higher office and Ms. Lavender will be running for Trish Gunby's seat. Ms. Lavender commented on the wonderful fireworks display and the beauty of the Twin Oaks Park.

NEW BUSINESS

There were no New Business Items on the agenda for this meeting.

OLD BUSINESS

Resolution No. 2022-16: A Resolution of the Twin Oaks Board of Aldermen Approving an Agreement with Thouvenot, Wade & Moerchen, Inc. for Bridge Inspection Services. City Clerk/Administrator Johnson reviewed with the Board a previous resolution regarding having a structural engineering firm come and do a complete assessment on the bridge in Twin Oaks Park. City Clerk/Administrator Johnson collected additional information as instructed by the Board. The Board reviewed a detailed summary of all costs. Examples were submitted by TMW (Thouvenot, Wade & Moerchen, Inc.) of previous projects. Following a discussion the Board agreed that the 25-year-old bridge did need to have a complete exam and have structural engineers propose what would be the next course of action. Alderman Whitmore made the motion to adopt Resolution No. 2022-16, seconded by Alderman Stoeckl. The resolution passed by a voice vote of three yeas and one absent.

DISCUSSION ITEMS

Prosecuting Attorney RFP: City Clerk/Administrator Johnson presented to the Board the proposals that have been received for the position of Prosecuting Attorney for the City of Twin Oaks. All the submissions have impressive resumes and experience. Cost, location, experience were all discussed and reviewed by the Board. Alderman Milne motioned to prepare an offer to Tim Engelmeyer, seconded by Alderman Whitmore. The motioned passed by a voice vote of three yeas and one absent.

Accounting Services RFP: City Clerk/Administrator Johnson reported that the accountant that responded to the City's initial RFP is no longer accepting new clients at this time. The Board discussed and determined that it still wants to pursue local accounting firm options. City Clerk/Administrator Johnson was instructed to reissue an RFP request for Accounting Services.

Crescent Ave Sidewalk Project-Grant Funding: City Clerk/Administrator Johnson presented a Grant program through East-West Gateway that could enhance the Crescent Road Sidewalk Project. The Transportation Alternative Grant is used specifically for enhancement of a City's infrastructure. This Grant has the potential to have the Crescent Road Project be larger and more comprehensive. City Clerk/Administrator Johnson met with East-West Gateway for a project review. The drawback to applying for this Grant would be the timeline to complete the work, and

the City would need to revise the plans for the sidewalk to comply with all the federal guidelines and be more competitive.

The Board then discussed another grant opportunity through the American Rescue Plan Act (ARPA) that would fund the stormwater-related portion of the project. Following a discussion, the Board decided that the ARPA grant would be a better opportunity for the immediate project and instructed City Clerk/Administrator Johnson to apply, and to consider the Transportation Alternative Grant for potential future sidewalk projects.

ATTORNEY'S REPORT

City Attorney Paul Rost: City Attorney Paul Rost requested a P&Z meeting for the month of July. The committee will need to update the code to allow manufacturing on site for home-based businesses. This will bring the City in compliance with new state legislation.

CITY CLERK'S REPORT

City Clerk/Administrator Johnson referred the Board to his written report and provided a summary of its contents.

MAYOR & ALDERMEN COMMENTS

Alderman Whitmore reported a street light that was dim on Autumn Leaf Dr. He also asked if there is any pavement repair scheduled for Boly Lane.

FINAL CITIZEN COMMENTS

There were no final citizen comments.

ADJOURNMENT

There being no further business Mayor Fortune ask for a motion to adjourn the meeting. Alderman Milne so motioned, seconded by Aldermen Whitmore and the regular meeting was adjourned at 8:19 pm.

Drafted By: _____
Paula Dries
Assistant City Clerk

Date of Approval: _____

ATTEST:

Frank Johnson
City Clerk/Administrator

Russ Fortune,
Mayor, Board of Aldermen

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF ALDERMEN OF TWIN OAKS,
TWIN OAKS TOWN HALL
ST. LOUIS COUNTY, MISSOURI
WEDNESDAY, JUNE 22, 2022**

Mayor Russ Fortune called the meeting of the Twin Oaks Board of Aldermen to order at 3:00 p.m.
Roll Call was taken:

Mayor: Russ Fortune – yea

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

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

Permanent records are kept of all minutes and ordinances.

DISCUSSION ITEMS

Purchase of New Electric Police Bike: City Clerk/Administrator Frank Johnson and Officer John Wehner presented to the Board for approval a proposal to upgrade the current police bike. The current bike has been in use for over 3 years and has logged over 500 hours. The demands that have been put on the current bike is now showing signs of wear and tear and becoming costly to maintain. In addition to the increased frequency of replacing parts, the parts needed are becoming more difficult to find. Officer Wehner compiled a list of new electric bikes for the Boards consideration and to answer any questions. The Board expressed concern regarding the cost to replace the bike and the reliability of a new bike. Following a discussion, the Board agreed on the importance of having Officer Wehner accessible to the community and the need of reliable working equipment. Aldermen Tim Stoeckl motioned to approve the purchase of a new Giant TranceXE electric bike, seconded by Alderman Lisa Eisenhauer, and the motion passed on a roll call vote as follows: Alderman Milne-no, Alderman Whitmore-yea, and Alderman Stoeckl-yea, Alderman Eisenhauer-yea. Mayor Fortune stated that that the motion to purchase a new bike passed by a vote of three to one.

Policy on ROW Maintenance: City Clerk/Administrator Johnson presented to the Board for discussion the current policy regarding care and maintenance of ROW (rights-of-way) for the City of Twin Oaks. City Clerk/Administrator Johnson requested clarification moving forward on what the City is responsible for maintaining compared to what property owners are responsible for maintaining. In particular, the clarification is needed for maintenance and removal of dead trees in the ROW. The current policy reads that the property owner is responsible. If the Board agrees with the current policy then no action is required but if there needs to be changes than there will

need to be a draft to reflect those changes to the current ordinance. Following a discussion the Board agreed to keep the current policy in place.

ADJOURNMENT

There being no further business Mayor Fortune ask for a motion to adjourn the meeting. Alderman Whitmore so motioned, seconded by Aldermen Milne and the regular meeting was adjourned at 4:24 pm.

Drafted By: _____
Paula Dries
Assistant City Clerk

Date of Approval: _____

ATTEST:

Frank Johnson
City Clerk/Administrator

Russ Fortune,
Mayor, Board of Aldermen

**City of Twin Oaks
Bills and Applied Payments
July 2, 2022 thru July 15, 2022**

Check No.	Invoice Date	Memo/Description	Invoice No.	Bill Amt	Check Amt	Payment Date
		fert.- weed & crabgrass application on 6-7-22; bagworm treatment on 6-11-22	916743907	\$2,130.00	\$2,130.00	7/20/2022
Davey Tree Experts	6/24/2022					
		charges for lawn mowing-city hall, twin oaks park and 141/Big Bend intersection	24912	\$4,412.00	\$4,412.00	7/20/2022
Harvey's	6/30/2022					
		Emails and teleconferences on various administrative projects: bridge inspection, 34 Crescent zoning, park maintenance contractors research.	16830	\$345.00		
BFA	6/26/2022					
		Review of ROW excavation permit - AT&T 6-8-22	16831	\$200.00		
		Review of Ace Hardware building permit	16832	\$175.00		
		Review of sunroom addition building permit for 58 Crescent Ave	16653	\$200.00		
		Teleconference w/ F. Johnson re: ROW acquisition for Crescent Ave sidewalk project; schedule survey; discuss survey and title work; prep for and participate in meeting with ROW negotiator.	16833	\$400.00		
		Bid docs, plan sheets and cost estimate for citywide curb repair RFP. TSC project meeting with F. Johnson and kickoff meeting with JDS; JDS work on redlines for detail sheets; TSC discuss plans with JDS, go over project with AJR; AJR review and create markups, discuss project with JDS and TSC; JDS complete markups on plan set, work on markups from AJR, update bid document and cost estimate; AJR review markups on bid docs, plan sheets and cost estimate; TSC discuss bid docs with AJR; AJR review bid docs and plan sheet markups, discuss with TSC; JDS update cost estimate; AJR email markups to JDS; JDS work on bid docs and plan sheets; AJR review markups and bid documents; TSC review and markup plans, go over questions with AJR; AJR work on markups, set up meeting folder and documents for call with F. Johnson.	16655	\$1,660.00		
		Bid docs, plan sheets and cost estimate for Boly Lane entrance repair RFP. TSC meeting with F. Johnson, internal meeting and project kickoff with JDS; JDS work on detail sheets; AJR markups of detail sheets; JDS edits to plan sheets/bid docs; AJR review and markup; TSC project review with AJR; internal meeting on markups.	16656	\$975.00	\$3,955.00	7/20/2022
Gateway Metro Federal Credit Union	6/16/2022	refund for Community Room Deposit	CR061622	\$200.00	\$200.00	7/20/2022
J & M Displays	7/7/2022	total due for the fireworks display for July 3, 2022	10896	\$25,000.00	\$25,000.00	7/20/2022
Another Wild Goose Chase	1/3/2022	5 weeks of Goose Inspection for Twin Oaks Park	2433	\$800.00		
	2/6/2022	4 weeks of Goos Inspection for Twin Oaks Park	2440	\$640.00	\$1,440.00	7/20/2022
Emily Leonard	7/15/2022	refund for Park Reservation on 07-15-22	PR071522	\$100.00	\$100.00	7/20/2022
James Hinchey	7/15/2022	refund for Park Reservation on 07-16-22	PR071622	\$100.00	\$100.00	7/20/2022
Michael S Perry	7/6/2022	DJ services for Fireworks Event on July 3rd		\$800.00	\$800.00	7/20/2022
St Louis County-Public Woks	7/4/2022	occupancy inspections for 113, 537 on 6-30-22	0704220005500	\$150.00		7/20/2022
	7/10/2022	occupancy inspections for 234 on 7-7-22	0710220005500	\$75.00	\$225.00	7/20/2022
		Retainer/Basic Services provided for the month of June. Includes correspondence and phone calls with F. Johnson; reviewing RFP for prosecutor services; correspondence re: Jolly Jumps agreement; preparing for and attending board meetings.	67070	\$1,131.50		
Cunningham, Vogel & Rost	7/13/2022					
		Other Legal Services provided for the month of June. Includes correspondence and phone calls with F. Johnson; reviewing ROW use agreement application; reviewing and ROW use regulations; drafting and revising memo on ROW maintenance; reviewing and revising four ordinances from P&Z recommendations.	67069	\$1,975.50	\$3,107.00	7/20/2022
Municipal League of Metro St. Louis	7/13/2022	Dues for July 1, 2022 to June 30, 2023 (dues increased due to population now over 500)		\$626.00	\$626.00	7/20/2022
Vandevanter Engineering	7/14/2022	Yearly inspection and maintenance of waterfall pump	5539819	\$2,108.00	\$2,108.00	7/20/2022
AutoPay American Water	6/27/2022	monthly billing for 1 Twin Oaks Park	8845	\$1,282.11	\$1,282.11	7/19/2022
AutoPay Waste Management	6/28/2022	monthly billing for trash and recycle pick up	0706963-1840-1	\$4,116.45	\$4,116.45	7/28/2022
AutoPay American Water	7/5/2022	monthly billing for Fire Hydrant at Twin Oaks Park	9022	\$25.40	\$25.40	7/27/2022
AutoPay Ameren	7/6/2022	monthly billing for Street Lighting	5515	\$640.19	\$640.19	7/27/2022
AutoPay MSD	7/8/2022	monthly billing for City Hall	1219399-1	\$32.48	\$32.48	7/28/2022
AutoPay The Brain Mill	7/15/2022	Aug. contract fee-replacement camera in Twin Oaks Park	6599	\$1,312.00	\$1,312.00	8/2/2022
		Alderman				
		Alderman				

Credit Card List
June 1, 2022 to June 30, 2022

Date	Name	Memo/Description	Amount
5/31/2022	Amazon	replacement soap dispensers for bathrooms with bathroom trays	209.41
6/1/2022	Quickbooks	Monthly Fee-reaccuring fee for accounting program	80.00
6/3/2022	Zoom	Monthly Fee-reaccuring fee for video conferencing software	14.99
6/3/2022	Valley Park Elevator & Hardware	replacement parts for broken road sign	10.14
6/6/2022	Petromart 73	fuel for truck	75.00
6/6/2022	Arco Lawn Equipment	replacement chainsaw chain	49.98
6/7/2022	Lowe's	hand pruner & pole saw	66.46
6/16/2022	Petromart 73	fuel for truck	85.00
6/11/2022	Lowe's	steel plates for basketball backboards	99.96
6/16/2022	Schnucks	kcups for office-filters for coffee machine	32.66
6/10/2022	Walmart	Water guns and bubble sticks for Water Play Day	346.60
6/16/2022	Valley Park Elevator & Hardware	bag of quick concrete	5.99
6/15/2022	Amazon	Water Play Day Items: splash pads, inflatables, splash mats for toddlers	59.98
6/21/2022	Valley Park Elevator & Hardware	nuts, bolts and washers	11.96
6/21/2022	Adobe	Monthly Fee-reaccuring fee for computer program	14.99
6/22/2022	Fish Window Cleaning	windows cleaned inside and out	269.00
6/23/2022	Jolly Jumps of St Louis	deposit for water slides-Water Play Day on July 20, 2022	327.00
6/23/2022	Office Depot	office supplies-paper and lables	214.91
6/27/2022	Giant Bicycles USA	purchase of new electric police bike	4,571.88
6/29/2022	Lowe's	flag pole rope & replacement clips	44.48
6/29/2022	Valley Park Elevator & Hardware	wasp & hornet spray-ant killer	17.97
		Alderman	
		Alderman	



Account Summary

Billing Cycle		06/30/2022
Days In Billing Cycle		30
Previous Balance		\$4,552.23
Purchases	+	\$6,608.36
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$16.95-
Payments	-	\$4,552.23-
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

NEW BALANCE \$6,591.41

Account Inquiries

Call us at: (844) 697-1178
 Lost or Stolen Card: (866) 839-3485

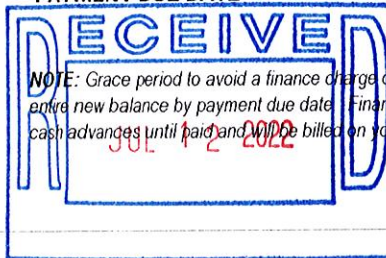
Write us at PO BOX 31535, TAMPA, FL 33631-3535

Payment Summary

NEW BALANCE	\$6,591.41
MINIMUM PAYMENT	\$165.00
PAYMENT DUE DATE	07/25/2022

Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$3,408.59
Available Cash	\$3,408.59
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00



Corporate Activity

TOTAL CORPORATE ACTIVITY				\$4,552.23-
Trans Date	Post Date	Reference Number	Transaction Description	Amount
06/01	06/01	2913165	INTERNET PMT-THANK YOU	\$4,552.23-

Cardholder Account Summary

FEE ACCT 00000877-010000 ##### 1768	Payments & Other Credits \$16.95-	Purchases & Other Charges \$0.00	Cash Advances \$0.00	Total Activity \$16.95-
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Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
05/31	06/01		74142962205000000003620	REBATE CREDIT	\$16.95-

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

ENTERPRISE BANK & TRUST
 1281 N WARSON ROAD
 SAINT LOUIS MO 63132-1805



Account Number
 ##### 1750

Check box to indicate name/address change on back of this coupon

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
06/30/22	\$6,591.41	\$165.00	07/25/22

\$

BL ACCT 00000877-1000000
 CITY OF TWIN OAKS
 1381 BIG BEND ROAD
 ATTN FRANK JOHNSON
 TWIN OAKS MO 63021



MAKE CHECK PAYABLE TO:



ENTERPRISE BANK & TRUST
 PO BOX 6818
 CAROL STREAM IL 60197-6818

IMPORTANT INFORMATION

Finance Charge Calculation Methods and Computation of Average Daily Balance Subject to Finance Charge: The Finance Charge Calculation Method applicable to your account for Cash Advances and Credit Purchases of goods and services that you obtain through the use of your card is specified on the front side of this statement and explained below:

Method A - Average Daily Balance (including current transactions): The Finance Charge on purchases begins on the date the transaction posted to your account. The Finance Charge on Cash Advances begins on the date you obtained the cash advance, or the first day of the billing cycle within which it is posted to your account, whichever is later. There is no grace period.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of your account. To get the average daily balance, we take the beginning balance of your account each day, add any new purchases or cash advances, and subtract any payments, credits, non-accruing fees, and unpaid finance charges. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

Method B - Average Daily Balance (excluding current transactions): To avoid incurring an additional Finance Charge on the balance of purchases (and cash advances if Method E is specified as applicable to cash advances) reflected on your monthly statement, you must pay the New Balance shown on your monthly statement on or before the Payment Due Date. The grace period for the New Balance of purchases extends to the Payment Due Date.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of purchases (and if applicable, cash advances). To get the average daily balance, we take the beginning balance of your account each day and subtract any payments, credits, non-accruing fees, and unpaid finance charges. We do not add in any new purchases or cash advances. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

Method G - Average Daily Balance (including current transactions): To avoid incurring an additional Finance Charge on the balance of purchases (and cash advances, if Method G is specified as applicable to cash advances) reflected on your monthly statement and, on any new purchases (and if applicable, cash advances) appearing on your next monthly statement, you must pay the New Balance, shown on your monthly statement, on or before the Payment Due Date. The grace period for the New Balance of purchases extends to the Payment Due Date.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of purchases (and if applicable, cash advances). To get the average daily balance, we take the beginning balance of your account each day, add any new purchases or cash advances, and subtract any payments, credits, non-accruing fees, and unpaid finance charges. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

Payment Crediting and Credit Balance: Payments received at the location specified on the front of the statement after the phrase "MAKE CHECK PAYABLE TO" will be credited to the account specified on the payment coupon as of the date of receipt. Payments received at a different location or payments that do not conform to the requirements set forth on or with the periodic statement (e.g. missing payment stub, payment envelope other than as provided with your statement, multiple checks or multiple coupons in the same envelope) may be subject to delay in crediting, but shall be credited within five days of receipt. If there is a credit balance due on your account, you may request in writing, a full refund. Submit your request to the Account Inquiries address on the front of this statement.

By sending your check, you are authorizing the use of the information on your check to make a one-time electronic debit from the account on which the check is drawn. This electronic debit, which may be posted to your account as early as the date your check is received, will be only for the amount of your check. The original check will be destroyed and we will retain the image in our records. If you have questions please call the customer service number on the front of this billing statement.

Closing Date: The closing date is the last day of the billing cycle; all transactions received after the closing date will appear on your next statement.

Annual Fee: If your account has been assessed an annual fee, you may avoid paying this annual fee by sending written notification of termination within 30 days following the mailing date of this bill. Submit your request to the Account Inquiries address on the front of this statement. You may use your card(s) during this 30 day period but immediately thereafter must send your card(s), which you have cut in half, to this same address.

Negative Credit Reports: You are hereby notified that a negative credit report reflecting on your credit record may be submitted to a credit reporting agency if you fail to fulfill the terms of your credit obligations.

BILLING RIGHTS SUMMARY

In Case of Errors or Inquiries About Your Bill: If you suspect there is an error on your account or you need information about a transaction on your bill, send your written inquiry to the Account Inquiries address on the front of this statement within 60 days of the date of the statement containing the transaction in question. You may telephone us, however a written request is required to preserve your rights.

In your letter, give us the following information:

- Your name and account number.
The dollar amount of the suspected error.
Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.

Please provide a legal document evidencing your name change, such as a court document. Please use blue or black ink to complete form

NAME CHANGE

Last

First

Middle

ADDRESS CHANGE

Street

City

State

ZIP Code

Home Phone () -

Business Phone () -

Cell Phone () -

E-mail Address

SIGNATURE REQUIRED

TO AUTHORIZE CHANGES Signature



BL ACCT 0000877-10000000
 CITY OF TWIN OAKS
 Account Number: #### #### #### 1750
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Cardholder Account Summary					
FRANK A JOHNSON #### #### #### 1776		Payments & Other Credits \$0.00	Purchases & Other Charges \$5,415.44	Cash Advances \$0.00	Total Activity \$5,415.44
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
06/01	06/02	PBUS03	24692162152100685190162	INTUIT *QuickBooks Online CL.INTUIT.COM CA	\$80.00 ✓
06/03	06/05	PBUS03	24011342154000042746492	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$14.99 ✓
06/10	06/12	PBUS03	24445002162400121691955	WM SUPERCENTER #1177 MANCHESTER MO	\$346.60 ✓
06/17	06/19	PBUS03	24692162168100348326098	AMZN Mkt US*PV8XQ4UY3 Amzn.com/bill WA	\$59.98 ✓
06/21	06/22	PBUS03	24943002172700604877871	ADOBE ACROPRO SUBS 408-536-6000 CA	\$14.99 ✓
06/23	06/24	PBUS03	24445002174300369009314	FSP*JOLLY JUMPS OF ST. LO 314-231-5867 MO	\$327.00 ✓
06/27	06/28	PBUS03	24492162178000019433597	GIANT BICYCLE HTTPSWWW.GIAN CA	\$4,571.88 ✓

Cardholder Account Summary					
JOHN WILLIAMS #### #### #### 1792		Payments & Other Credits \$0.00	Purchases & Other Charges \$466.94	Cash Advances \$0.00	Total Activity \$466.94
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
06/03	06/05	PBUS03	24323042154044600058121	VALLEY PARK ELEVATOR VALLEY PARK MO	\$10.14 ✓
06/06	06/07	PBUS03	24034542157000637701733	PHILLIPS 66 - PETROMART 7 VALLEY PARK MO	\$75.00 ✓
06/07	06/08	PBUS03	24692162158100028606621	LOWES #01503* BALLWIN MO	\$66.46 ✓
06/06	06/08	PBUS03	24412902158030023817352	ARCO LAWN EQUIPMENT BALLWIN MO	\$49.98 ✓
06/11	06/12	PBUS03	24692162162100366548199	LOWES #01503* BALLWIN MO	\$99.96 ✓
06/16	06/17	PBUS03	24323042167045300053390	VALLEY PARK ELEVATOR VALLEY PARK MO	\$5.99 ✓
06/16	06/17	PBUS03	24034542167001741738882	PHILLIPS 66 - PETROMART 7 VALLEY PARK MO	\$85.00 ✓
06/21	06/22	PBUS03	24323042172041000046548	VALLEY PARK ELEVATOR VALLEY PARK MO	\$11.96 ✓
06/29	06/30	PBUS03	24692162180100194284791	LOWES #01503* BALLWIN MO	\$44.48 ✓
06/29	06/30	PBUS03	24323042180046000045267	VALLEY PARK ELEVATOR VALLEY PARK MO	\$17.97 ✓

Cardholder Account Summary					
PAULA DRIES #### #### #### 0740		Payments & Other Credits \$0.00	Purchases & Other Charges \$725.98	Cash Advances \$0.00	Total Activity \$725.98
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
06/01	06/02	PBUS03	24692162152100776507605	AMZN Mkt US*1X8TE7PY2 Amzn.com/bill WA	\$209.41 ✓
06/16	06/17	PBUS03	24445002168000707951742	SCHNUCKS TWIN OAKS BALLWIN MO	\$32.66 ✓
06/23	06/26	PBUS03	24137462175500784354710	OFFICE DEPOT #3373 MANCHESTER MO	\$214.91 ✓
06/23	06/26	PBUS03	24498132175017026066590	FISH WINDOW CLEANING 636-779-1500 MO	\$269.00 ✓

Additional Information About Your Account

MANAGE YOUR CARD ACCOUNT ONLINE. IT'S FREE! IT'S EASY! SIMPLY GO TO WWW.EZCARDINFO.COM AND ENROLL IN OUR ONLINE SERVICE. YOU CAN REVIEW ACCOUNT INFORMATION, TRACK SPENDING, SET ALERT NOTIFICATIONS, DOWNLOAD FILES, AND MUCH MORE. MANAGING YOUR ACCOUNT IS FAST, SECURE AND EASY WITH EZCARDINFO. ENROLL TODAY!

Finance Charge Summary / Plan Level Information									
Plan Name	Plan Description	FCM ¹	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
Purchases									
PBUS03 001	PURCHASE	E	\$0.00	0.03901%(D)	14.2400%(V)	\$0.00	\$0.00	0.0000%	\$6,591.41
Cash									
CBUS01 001	CASH	A	\$0.00	0.06641%(D)	24.2400%(V)	\$0.00	\$0.00	0.0000%	\$0.00
* Periodic Rate (M)=Monthly (D)=Daily							Days In Billing Cycle: 30		
** includes cash advance and foreign currency fees							APR = Annual Percentage Rate		
¹ FCM = Finance Charge Method									
(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.									



**CITY OF
TWIN OAKS, MISSOURI**

**MONTHLY OPERATING
FINANCIAL STATEMENTS**

**AS OF AND FOR THE SIX MONTHS
ENDED JUNE 30, 2022
AND JUNE 30, 2021**

CITY OF TWIN OAKS, MISSOURI
BALANCE SHEET
JUNE 30, 2022 and 2021

	2022	2021
ASSETS		
3-115 Enterprise Bank - Sewer Lateral 5757	\$ 42,834	\$ 37,888
4-113 US Bank Trust Account	136	136
9-100 Petty Cash	100	100
9-111 Meramec Money Market	10,494	10,488
9-112.1 Enterprise Bank- General Checking 5732	97,325	45,578
9-112.2 Enterprise Bank - Reserve Fund MMA 5740	1,206,665	871,702
9-112.3 Enterprise Bank - Special Account 5765	59,858	59,828
9-112.4 Enterprise Bank - Debt Service Retirement 6108	-	150,042
9-122.2 CD Meramec Valley .5987 9/8/19	116,620	116,054
9-128 Escrow Deposits Payable	(5,000)	(5,000)
9-129 Accrued Interest	88	88
Total Bank Accounts	1,529,120	1,286,904
9-130 Accounts Receivable	75	66,973
1-180 Taxes Receivable - Road	9,554	13,736
2-144 Prepaid Expenses	-	5,000
2-180 Taxes Receivable - Park	48,839	44,403
3-180 Taxes Receivable - Sewer Lateral	1,069	1,512
4-180 Taxes Receivable - CI	41,513	45,343
9-144 Prepaid Items	7,400	6,916
9-180 Taxes Receivable - GF	149,865	137,436
9-180.1 Deferred Property Taxes Receivable	5,998	5,998
TOTAL ASSETS	\$ 1,793,432	\$ 1,614,220
LIABILITIES AND FUND BALANCES		
Liabilities		
9-200 Accounts Payable	\$ 44,800	\$ 33,363
9-210 MVB Credit MasterCard	191	191
9-210.1 Enterprise Bank Credit Card	6,861	62
2-201 Accounts Payable - Parks	6,274	5,174
2-240 Park Reservation Deposits	2,000	3,050
9-201 Accounts Payable - GF	4,731	14,605
9-233 LAGER Liability	2,667	(1,174)
9-239 Accrued Payroll	8,952	8,883
9-240 Community Room Deposits	1,280	820
9-281 Deferred property tax revenue-Annual Assesment	5,998	5,998
9-283 Deferred Income - ARPA Grant	385	-
Total Liabilities	84,798	76,313
Fund Balance		
1-301 Road Fund Balance	591	591
2-301 Park & Storm Fund Balance	262,946	262,946
3-301 Sewer Lateral Fund Balance	65,448	65,448
4-301 Cap Impr Fund Balance	590,701	590,701
9-301 General Fund Balance	517,744	367,702
9-302 General Fund - Debt Sinking Fund	-	150,042
9-390 Retained Earnings	153,447	5
Net Revenue	117,757	100,472
Total Fund Balances	1,708,634	1,537,907
TOTAL LIABILITIES AND FUND BALANCES	\$ 1,793,432	\$ 1,614,220

CITY OF TWIN OAKS, MISSOURI
STATEMENTS OF REVENUES AND EXPENDITURES, FUND BALANCE AND CHANGE IN FUND BALANCE
FOR THE SIX MONTHS ENDED JUNE 30, 2022 AND JUNE 30, 2021

	JUNE 30, 2022								JUNE 30, 2021		
	Sewer	CIST	Road	Parks	General	Total	Budget	% Bdgt	Actual	DIFFERENCE FAV / (UNFAV)	
									Amount	%	
REVENUES RECEIVED											
Sales Taxes	\$ -	\$ 127,350	\$ -	\$ 149,824	\$ 284,430	\$ 561,604	\$ 978,100	57 %	\$ 501,491	\$ 60,113	12 %
Property Taxes	-	-	8,944	-	30,710	39,654	69,600	57 %	53,216	(13,563)	(25)%
Intergovernmental Taxes	-	-	5,755	-	7,377	13,131	27,400	48 %	13,488	(356)	(3)%
Licenses, Permits & Fees	1,137	-	-	-	63,888	65,025	106,200	61 %	91,824	(26,799)	(29)%
Grants	-	-	-	-	-	-	40,000	-	-	-	-
Miscellaneous Revenue	-	-	-	2,350	555	2,905	6,000	48 %	3,358	(453)	(13)%
Interest Income	21	-	-	-	828	849	500	170 %	854	(6)	(1)%
	1,157	127,350	14,698	152,174	387,788	683,167	1,227,800	56 %	664,231	18,936	3 %
EXPENDITURES PAID											
Personnel Services	-	-	25,931	17,543	83,295	126,769	273,400	46 %	120,648	(6,121)	(5)%
Administrative	-	-	-	-	70,290	70,290	118,800	59 %	67,558	(2,732)	(4)%
Operating	-	-	52,857	42,551	35,098	130,506	260,100	50 %	127,128	(3,378)	(3)%
Contractual	-	-	-	-	37,441	37,441	85,000	44 %	36,036	(1,405)	(4)%
Police	-	-	-	-	71,083	71,083	140,900	50 %	68,838	(2,246)	(3)%
Lease	-	-	-	-	-	-	-	-	-	-	-
Repairs and Maintenance	-	-	1,545	17,064	-	18,609	51,000	36 %	33,858	15,249	45 %
Debt Service	-	71,393	-	-	-	71,393	142,800	50 %	71,393	-	-
Capital additions											
Stormwater	-	-	-	-	-	-	-	-	2,770	2,770	100 %
Other	-	12,380	4,690	22,249	-	39,319	100,500	39 %	35,530	(3,789)	(11)%
Total	-	83,773	85,023	99,407	297,207	565,411	1,172,500	48 %	563,759	(1,651)	(0)%
Excess (deficiency) of revenues over (under) expenditures	1,157	43,577	(70,325)	52,766	90,581	117,757	55,300	213 %	100,472	17,285	17 %
OTHER SOURCES(USES) OF FUND											
Transfers	-	(84,625)	70,325	(28,600)	42,900	-	-	-	-	-	-
CHANGE IN FUND BALANCE	1,157	(41,048)	0	24,166	133,481	117,757	55,300	213 %	100,472	\$ 17,285	17 %
FUND BALANCE -											
Beginning of Year	49,428	658,610	3,546	327,751	550,087	1,589,422	1,589,422		1,437,426		
End of Period	\$ 50,585	\$ 617,562	\$ 3,546	\$ 351,917	\$ 683,568	\$ 1,707,179	\$ 1,644,722		\$ 1,537,898		
CHANGE IN FUND BALANCE											
Budget	300	(127,600)	-	21,500	161,100	55,300					
Actual Over/(Under) Budget	\$ 857	\$ 86,552	\$ 0	\$ 2,666	\$ (27,619)	\$ 62,457					

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

	BUDGET - FYE 12/31/2022					
	Sewer	CIST	Road	Parks	General	Total
	REVENUES RECEIVED					
Sales Taxes	\$ -	\$ 240,100	\$ -	\$ 270,500	\$ 467,500	\$ 978,100
Property Taxes	-	-	22,600	-	47,000	69,600
Intergovernmental Taxes	-	-	10,700	-	16,700	27,400
Licenses, Permits & Fees	4,700	-	-	-	101,500	106,200
Grants	-	-	-	-	40,000	40,000
Miscellaneous Revenue	-	-	-	4,100	1,900	6,000
Interest Income	100	-	-	-	400	500
	4,800	240,100	33,300	274,600	675,000	1,227,800
EXPENDITURES PAID						
Court	-	-	-	-	-	-
Personnel Services	-	-	55,800	42,600	175,000	273,400
Administrative	-	-	-	-	118,800	118,800
Operating	4,500	-	89,900	85,800	79,900	260,100
Contractual	-	-	-	-	85,000	85,000
Police	-	-	-	-	140,900	140,900
Lease	-	-	-	-	-	-
Repairs and Maintenance	-	-	16,500	34,500	-	51,000
Debt Service	-	142,800	-	-	-	142,800
Capital additions						
Stormwater	-	-	-	-	-	-
Other	-	-	67,500	33,000	-	100,500
Total	4,500	142,800	229,700	195,900	599,600	1,172,500
Excess (deficiency) of revenues over (under) expenditures	300	97,300	(196,400)	78,700	75,400	55,300
OTHER SOURCES(USES) OF FUND BALANCE						
Transfers	-	(224,900)	196,400	(57,200)	85,700	-
CHANGE IN FUND BALANCE	300	(127,600)	-	21,500	161,100	55,300
FUND BALANCE -						
Beginning of Year	49,428	658,610	3,546	327,751	550,087	1,589,422
End of Period	\$ 49,728	\$ 531,010	\$ 3,546	\$ 349,251	\$ 711,187	\$ 1,644,722
CHANGE IN FUND BALANCE						
Budget						
Actual Over/(Under) Budget						

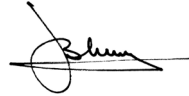
CITY OF TWIN OAKS, MISSOURI
STATEMENTS OF REVENUES AND EXPENDITURES,
FUND BALANCE AND CHANGE IN FUND BALANCE

	ACTUAL - JUNE 30, 2022					
	Sewer	CIST	Road	Parks	General	Total
REVENUES RECEIVED						
Sales Taxes	\$ -	\$ 127,350	\$ -	\$ 149,824	\$ 284,430	\$ 561,604
Property Taxes	-	-	8,944	-	30,710	39,654
Intergovernmental Taxes	-	-	5,755	-	7,377	13,131
Licenses, Permits & Fees	1,137	-	-	-	63,888	65,025
Grants	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	2,350	555	2,905
Interest Income	21	-	-	-	828	849
	1,157	127,350	14,698	152,174	387,788	683,167
EXPENDITURES PAID						
Court	-	-	-	-	-	-
Personnel Services	-	-	25,931	17,543	83,295	126,769
Administrative	-	-	-	-	70,290	70,290
Operating	-	-	52,857	42,551	35,098	130,506
Contractual	-	-	-	-	37,441	37,441
Police	-	-	-	-	71,083	71,083
Lease	-	-	-	-	-	-
Repairs and Maintenance	-	-	1,545	17,064	-	18,609
Debt Service	-	71,393	-	-	-	71,393
Capital additions						
Stormwater	-	-	-	-	-	-
Other	-	12,380	4,690	22,249	-	39,319
Total	-	83,773	85,023	99,407	297,207	565,411
Excess (deficiency) of revenues over (under) expenditures	1,157	43,577	(70,325)	52,766	90,581	117,757
OTHER SOURCES(USES) OF FUND BALANCE						
Transfers	-	-	-	-	-	-
CHANGE IN FUND BALANCE	1,157	43,577	(70,325)	52,766	90,581	117,757
FUND BALANCE -						
Beginning of Year	49,428	658,610	3,546	327,751	550,087	1,589,422
End of Period	\$ 50,585	\$ 702,187	\$ (66,779)	\$ 380,517	\$ 640,668	\$ 1,707,179
CHANGE IN FUND BALANCE						
Budget	300	(127,600)	-	21,500	161,100	55,300
Actual Over/(Under) Budget	857	171,177	(70,325)	31,266	(70,519)	62,457

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

	ACTUAL - JUNE 30, 2021					
	Sewer	CIST	Road	Parks	General	Total
	REVENUES RECEIVED					
Sales Taxes	\$ -	\$ 114,986	\$ -	\$ 135,278	\$ 251,227	\$ 501,491
Property Taxes	-	-	14,569	-	38,647	53,216
Intergovernmental Taxes	-	-	4,997	-	8,491	13,488
Licenses, Permits & Fees	1,691	-	-	-	90,133	91,824
Grants	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	3,050	308	3,358
Interest Income	24	-	-	-	830	854
	1,715	114,986	19,565	138,328	389,636	664,231
EXPENDITURES PAID						
Court	-	-	-	-	-	-
Personnel Services	-	-	24,423	16,586	79,640	120,648
Administrative	-	-	-	-	67,558	67,558
Operating	20,943	-	46,411	21,330	38,445	127,128
Contractual	-	-	-	-	36,036	36,036
Police	-	-	-	-	68,838	68,838
Lease	-	-	-	-	-	-
Repairs and Maintenance	-	-	5,189	28,669	-	33,858
Debt Service	-	71,393	-	-	-	71,393
Capital additions						
Stormwater	-	-	-	2,770	-	2,770
Other	-	-	25,989	9,541	-	35,530
Total	20,943	71,393	102,011	78,896	290,516	563,759
Excess (deficiency) of revenues over (under) expenditures	(19,227)	43,593	(82,446)	59,432	99,120	100,472
OTHER SOURCES(USES) OF FUND BALANCE						
Transfers	-	-	-	-	-	-
CHANGE IN FUND BALANCE	(19,227)	43,593	(82,446)	59,432	99,120	100,472
FUND BALANCE -						
Beginning of Year	65,448	590,701	587	262,946	517,744	1,437,426
End of Period	\$ 46,221	\$ 634,294	\$ (81,859)	\$ 322,378	\$ 616,864	\$ 1,537,898
CHANGE IN FUND BALANCE						
Budget						
Actual Over/(Under) Budget						

Date: July 14, 2022
To: Frank Johnson, City Clerk
From: Jeffrey B. Blume
Subject: City Ordinance Compliance



With respect to the City's Code Section 110.100, requiring semi-annual compilation and disclosure of revenues, expenditures and indebtedness, with respect to the City of Twin Oaks, Missouri, I make the following report to you.

Consolidated revenues and expenditures of the City of Twin Oaks, Missouri for the Six Months Ended June 30, 2022 were approximately \$683,000 and \$565,000, respectively, resulting in a net excess of revenues over expenses and an increase in fund balance of about \$118,000. The City's non-trade, secured and appropriated indebtedness as of this date was about \$1,168,000. Additional financial information may be obtained from the City's website, <http://www.cityoftwinoaks.org>.

In accordance with the ordinance, please cause this information to be published in a newspaper serving the City at the earliest date possible. In addition, please submit this report to the City's Board of Aldermen at its next regularly scheduled meeting for inclusion in its packet.

RESOLUTION NO. 22-17

A RESOLUTION OF THE TWIN OAKS BOARD OF ALDERMEN APPROVING AN AGREEMENT WITH BFA, INC. FOR STORMWATER CALCULATIONS FOR A PROPOSED STORMSEWER PIPE AT 90 CRESCENT AVE.

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, and the Mayor is hereby authorized to execute, a contract substantially in the form of “Exhibit 1” attached hereto and incorporated herein, on behalf of Twin Oaks with BFA, Inc., for engineering services relating to stormwater calculations for a proposed stormsewer pipe at 90 Crescent Avenue to be provided under the terms set forth in Exhibit 1.

Section 2. This Resolution is adopted and shall be in full force and effect on and after its passage and approval.

THIS RESOLUTION WAS PASSED AND APPROVED THE 20th DAY OF JULY 2022, BY THE BOARD OF ALDERMEN OF THE CITY OF TWIN OAKS, MISSOURI.

Russ Fortune, Mayor

Attest:

Frank Johnson, City Clerk/Administrator

EXHIBIT A
Proposal

July 14, 2022

City of Twin Oaks
1381 Big Bend Road
Twin Oaks, MO 63021
Attn: Frank Johnson, City Clerk

RE: Proposal for Engineering Services – Stormwater Calculations
Proposed Stormsewer Pipe at 90 Crescent Ave
BFA #3497-13A

Mr. Johnson,

BFA, Inc. (BFA) is submitting this proposal to provide Professional Engineering Services for the above-referenced project. As shown on the Grading Plan dated 8-11-21, stormwater improvements include the following:

- New 6-inch tall curb with 1-foot wide concrete shoulder
- Stormwater improvement at 90 Crescent Ave (Catch Basin and Storm Sewer Pipe)
- This scope does not include grade changes to the road

BFA's general scope of work is to prepare stormwater calculations and report for the storm sewer system at 90 Crescent. For this scope of work, **BFA's estimated fee is \$4,750.**

The section below provides a general listing of the anticipated services and deliverables to be provided by BFA. Client-desired items not listed below should be **clarified in writing**, to prevent conflicts of anticipated scope and fees during the project.

Stormwater Calculations (\$4,750)

The anticipated scope for this item is:

- Stormwater Calculations to size the catch basin and pipe
- Discuss design with City Administrator and address comments
- Provide a Stormwater Report

BFA's proposed fee does not include the following services and/or items. Should the City wish for any of the below items to be included, we can provide these services and negotiate the associated fee(s):

- This proposal includes addressing one set of comments with modifications. Should major plan revisions be requested after the preparation of the Design Improvements, additional fees may be incurred.
- This proposal does not include City Board Meetings. Should meetings be requested, additional fees may be incurred (Estimated fee \$1500/meeting).
- Storm Sewer Easements
- MSD Permitting

The City of Twin Oaks will be billed monthly on a time and materials basis. Reimbursable printing, mileage, permit fees, etc. will be billed at cost to BFA without any markup and are not included in our

proposed Engineering and Surveying Fee proposal. BFA shall obtain written approval from the City before performing any work that is outside of the scope of the project.

Please provide formal authorization for us to begin work on this project by signing below and returning this document to us. BFA's proposal and fees for this project shall remain applicable for 60 days after execution by BFA below.

We are excited about the opportunity to work with the City on this project. Please feel free to contact us at any time should you have questions about our services and/or this proposal.

Best regards,



Tiffany Campbell
Project Manager
BFA, Inc.
Direct: 636.231.4319
tcampbell@bfaeng.com

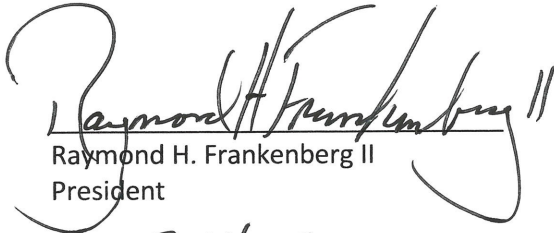
7/14/22

Date

CLIENT ACCEPTANCE OF PROPOSAL FOR PROFESSIONAL SERVICES

BFA Inc. Authorization:

Client Authorization:



Raymond H. Frankenberg II
President

7.14.22

Date

Name: Russ Fortune
Title: Mayor

Date

**AN ORDINANCE AMENDING CHAPTER 115 “CITY OFFICIALS” OF
THE MUNICIPAL CODE OF THE CITY OF TWIN OAKS TO ADD A
NEW ARTICLE VII, PROSECUTING ATTORNEY**

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF TWIN OAKS AS FOLLOWS:

Section 1: Pursuant to RSMo. § 79.230, among other authority, there is hereby created an office of Prosecuting Attorney and, to that end, the Twin Oaks Municipal Code, Chapter 115 (“City Officials”), is hereby amended by adopting a new Article VII, Section 115.190, to read as follows:

Article VII Prosecuting Attorney

Section 115.190 Prosecuting Attorney.

- A. The Mayor, with the advice and consent of the Board of Aldermen, may appoint a suitable person as Prosecuting Attorney who shall hold office until his/her successor is appointed and qualified. The Prosecuting Attorney shall serve at the pleasure of the Mayor and Board of Aldermen. The compensation, terms, and conditions of the Prosecuting Attorney shall be fixed by contract.
- B. The office of Prosecuting Attorney shall be filled by a licensed and practicing attorney at law in the State of Missouri. Neither the Prosecuting Attorney nor any Assistant shall be required to give bond to the city.
- C. The Prosecuting Attorney shall:
 - 1. Act as Prosecuting Attorney for the City and shall prosecute all municipal ordinance violations in the City of Green Park Municipal Court, a Division of the 21st Judicial Circuit, State of Missouri;
 - 2. Prosecute such applications for trial de novo and appeals thereon of municipal ordinance violations; and,
 - 3. Periodically report to the Mayor and the Board of Aldermen on the status of all municipal ordinance violation prosecutions.
- D. The Mayor, with the advice and consent of the Board of Aldermen, may appoint one or more Assistant (or Special) Prosecuting Attorneys from time to time to act as the Prosecuting Attorney when the Prosecuting Attorney is unavailable or has a disqualifying conflict. The Assistant Prosecuting Attorneys shall serve at the pleasure of the Mayor and Board of Aldermen. If no Assistant Prosecuting Attorney has been appointed, and the Prosecuting Attorney is unavailable or has a disqualifying conflict prior to a municipal court date, the mayor shall appoint an Assistant Prosecuting Attorney to serve until the first regular meeting of the Board of Aldermen, at which time the Board can act to approve the Mayor’s interim appointment.

Section 2: 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 20th DAY OF JULY 2022.

Russ Fortune, Mayor

Attest:

Frank Johnson, City Clerk/Administrator

AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT FOR MUNICIPAL COURT SERVICES WITH ST. LOUIS COUNTY, MISSOURI

WHEREAS, the City of Twin Oaks is authorized by Section 70.220 RSMo., as amended, to contract with other municipalities or political subdivisions for common services; and

WHEREAS, the provisions of Sections 70.210, 70.220, and 70.230 RSMo, empower municipalities and other political subdivisions to contract and cooperate with each other for a common service, and St. Louis County Charter Section 2.180(20), provides that the County Council may authorize contracts between the COUNTY and an incorporated area for a common service; and

WHEREAS, Section 479.040(2) RSMo permits a town within a county having a county municipal court to contract with that county to have the town’s ordinances prosecuted, heard, and determined in the county municipal court; and

WHEREAS, the City of Twin Oaks and St. Louis County have worked under an agreement for many years under which the County provided municipal court services to Twin Oaks; and

WHEREAS, the City of Twin Oaks and St. Louis County desire to approve a new agreement whereunder St. Louis County will provide municipal court services for the City;

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 approves, and the Mayor is hereby authorized to execute, the Contract for Municipal Court Services, substantially in the form of Exhibit 1 (attached hereto and incorporated herein by reference) on behalf of the City of Twin Oaks with St. Louis County, Missouri for additional police services.

Section 2. 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 20th DAY OF JULY 2022.

Russ Fortune, Mayor

Attest:

Frank Johnson, City Clerk/Administrator

Exhibit 1

Contract for Municipal Court Services

This contract ("Contract"), entered by and between St. Louis County, Missouri, a charter county, ("COUNTY") and the City of Twin Oaks, Missouri ("MUNICIPALITY") on this ____ day of _____, 2022.

WITNESSETH THAT:

WHEREAS, the provisions of Sections 70.210, 70.220, and 70.230 RSMo, empower municipalities and other political subdivisions to contract and cooperate with each other for a common service, and St. Louis County Charter Section 2.180(20), provides that the County Council may authorize contracts between the COUNTY and an incorporated area for a common service; and

WHEREAS, Section 479.040(2) RSMo permits a town within a county having a county municipal court to contract with that county to have the town's ordinances prosecuted, heard and determined in the county municipal court; and

WHEREAS, the prosecution of municipal ordinance violations is not an included service within the scope of the powers of the St. Louis County Municipal Court, therefore the MUNICIPALITY must provide their own prosecutor services; and

WHEREAS, the COUNTY is authorized to enter this contract by Sections 105.110 and 105.120 SLCRO; and

WHEREAS, the St. Louis County Municipal Court is established by the COUNTY under Chapter 105 SLCRO and operates the court and all specialty courts; and

WHEREAS, MUNICIPALITY has enacted and approved Ordinance No. 22-_____, a certified copy of which is attached and incorporated herein, authorizing MUNICIPALITY to execute this contract.

NOW THEREFORE, IN CONSIDERATION OF THE PREMISES AND THE PROMISES CONTAINED HEREIN, IT IS AGREED BY AND BETWEEN MUNICIPALITY AND COUNTY AS FOLLOWS:

COUNTY SERVICES:

1. COUNTY shall provide all personnel, services, equipment, and facilities necessary for the hearing and determination of the MUNICIPALITY's ordinance violations set in the St. Louis County Municipal Court.
2. COUNTY shall submit to MUNICIPALITY a monthly report of statistical data as required by Missouri Supreme Court Rules 4.28 and 4.29.
3. COUNTY shall assess and collect all fines and costs generated by the hearing and determination of the municipal ordinance violations of MUNICIPALITY ("fines and costs").
4. COUNTY's fees under this Contract shall be an amount equal to one half of the fines and costs. With regard to collected court costs, the St. Louis County Municipal Court shall assess, collect, and distribute such court costs as allowed or required by law. County shall retain \$12 per case as a clerk fee.

5. COUNTY shall distribute to MUNICIPALITY all of the fines and costs and shall invoice MUNICIPALITY and for the fees as set forth in Section 4 above). Such distribution and invoicing shall occur on a monthly basis.
6. COUNTY shall provide MUNICIPALITY all data in a timely manner to facilitate MUNICIPALITY's filing of an annual report with the Missouri State Auditor's Office as required by Section 479.360 RSMo.

MUNICIPALITY'S OBLIGATIONS:

7. MUNICIPALITY shall provide for prosecution services and initiate prosecution through the electronic submission of information in a format consistent with Missouri Supreme Court Rules.
8. MUNICIPALITY shall provide searchable electronic copies of codified municipal ordinances and the violations of which are to be heard and determined under this contract. Paper copies shall only be accepted in lieu of the availability of electronic copies or online availability. Notification of any additions, revisions, or termination of any ordinance must be provided to COUNTY within 30 days of enactment/codification. MUNICIPALITY shall also provide any ordinance establishing applicable court costs.
9. MUNICIPALITY shall provide a prosecutor to perform the duties necessary for prosecution of the MUNICIPALITY's ordinance violations.
10. MUNICIPALITY shall submit an annual report to the Missouri State Auditor's Office as required by Section 479.360 RSMo.

SPECIALTY COURT PROVISIONS:

11. COUNTY may offer Specialty Court services and programs as established by the County Municipal Courts and consistent with Sections 478.001 through 478.009 RSMo. If the MUNICIPALITY elects to refer defendants to such Specialty Courts, COUNTY shall provide all personnel, services, equipment, and facilities necessary for operation of Specialty Courts within the St. Louis County Municipal Court, including use of County Municipal Court Judges to provide oversight of said programs, caseworkers, probation officers, public defenders, administrative staff and clerks.
12. COUNTY shall permit MUNICIPALITY to refer participants to Specialty Courts. Specialty Courts and programs shall be defined by the Municipal Court consistent with Sections 478.001 through 478.009 RSMo. MUNICIPALITY shall refer participants to the County Specialty Courts and programs.
13. All municipal defendants referred to any Specialty Court shall be evaluated for participation in the specific program and COUNTY shall notify MUNICIPALITY if a participant is accepted. Jurisdiction of the originating cases remains with MUNICIPALITY. COUNTY shall not provide any prosecution services in any Specialty Court.
14. If the St. Louis County Municipal Court Treatment Team determines that a participant in any Specialty Court shall be removed from the assigned program, COUNTY shall treat the treatment court case within St. Louis County Municipal Court closed and the case(s) shall be returned to MUNICIPALITY for further consideration or prosecution.
15. Upon the participant's successful completion of any program through a Specialty Court, COUNTY shall provide MUNICIPALITY with notice of successful completion and for further consideration or prosecution.

GENERAL PROVISIONS;

16. Term. This contract shall take effect upon execution and run for a term of two years. The parties may renew this contract by written agreement. Either party may terminate this contract at any time by giving the other party at least sixty (60) days prior written

notice. In the event of termination, participants that the time of such termination may continue the program through completion, but County shall not accept new referrals.

17. Compliance With Law. MUNICIPALITY shall comply with all provisions of the Constitution, and the laws of the United States, the State of Missouri and the Charter and Ordinances of St. Louis County as the same shall apply hereto.

18. Law and Venue. This contract is made and entered into in St. Louis County, Missouri, and the laws of the State of Missouri shall govern the construction of this Contract or any action or causes of action arising out of this Contract. Venue of any action arising out of this Contract shall only be in St. Louis County, Missouri.

19. Notice. Any notice required under this contract shall be made via email to:

MUNICIPALITY:
Frank Johnson
City Clerk/Administrator, City of Twin Oaks
fjohnson@cityoftwinoaks.com

COUNTY:

IN WITNESS WHEREOF, COUNTY and MUNICIPALITY have signed their names and affixed their official seals to this Agreement on the day and year first above written.

MUNICIPALITY
CITY OF TWIN OAKS, MISSOURI

APPROVED: _____
Mayor
(Print name):

Date

ATTEST: _____
City Clerk
(Print name):

ST. LOUIS COUNTY, MISSOURI

St. Louis County Executive

Date

ATTEST:

Administrative Director

APPROVED:

APPROVED as to Legal Form:

Director, Municipal Court

County Counselor

APPROVED:

County Accounting Officer

Legal Review: _____

CE Review: _____

**AN ORDINANCE APPOINTING A PROSECUTING ATTORNEY AND
AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT FOR
PROSECUTING ATTORNEY SERVICES WITH TIM ENGELMEYER
AND ENGELMEYER & PEZZANI, LLC**

WHEREAS, to fill the recently created position of Twin Oaks Prosecuting Attorney, the Mayor desires to appoint Timothy A. Engelmeyer as the City's Prosecuting Attorney with the advice and consent of the Board of Aldermen; and,

WHEREAS, Tim Engelmeyer has over twenty years providing prosecutorial services for various cities in St. Louis County; and

WHEREAS, the City desires to formally engage Tim Engelmeyer and Engelmeyer & Pezzani, LLC to represent the City; and

WHEREAS, to that end, the City desires to authorize the Mayor to execute a contract with Tim Engelmeyer and Engelmeyer & Pezzani, LLC for Prosecuting Attorney services.

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

Section 1. The Mayor with the consent and approval of the majority of the members of the Board of Aldermen, does hereby appoint Timothy A. Engelmeyer as Prosecuting Attorney for the City of Twin Oaks, Missouri and who shall serve at the pleasure of the Mayor and Board of Aldermen until terminated by the City or by Mr. Engelmeyer. The powers and duties of such office shall be as established by Section 115.190 of the Municipal Code and the compensation shall be as set forth in the attached agreement which is hereby approved in substantially the form of Exhibit A ("Prosecuting Attorney Service Agreement"), attached hereto, and incorporated herein by reference.

Section 2. The Mayor is hereby authorized to execute the Prosecuting Attorney Service Agreement on behalf of the City with Engelmeyer & Pezzani, LLC.

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 20th DAY OF JULY 2022.

Russ Fortune, Mayor

Attest:

Frank Johnson, City Clerk/Administrator

Exhibit A

PROSECUTING ATTORNEY SERVICE AGREEMENT

This Prosecuting Attorney Service Agreement (“Agreement”) made and effective this _____ day of July, 2022, by and between Timothy A. Engelmeyer and Engelmeyer & Pezzani, LLC, (the “Firm”) and the City of Twin Oaks (“City”):

I. FLAT FEE SERVICES: The following services shall be rendered to the City at the hourly rate of \$150.00 per hour for prosecution services and \$25 per hour for Prosecutor Assistant services:

1. Attendance at the regularly scheduled Municipal Court dates, as well as any daytime or evening Housing Dockets as scheduled by the Court;
2. Preparation and attendance on trial de novo cases and cases tried before a judge or jury in St. Louis County Circuit Court.
3. Prepare and prosecute municipal ordinance violations filed in Municipal Court, including review of warrant applications and all related attorney correspondence;
4. Render informal opinions as may be requested by the Mayor, City Attorney, the Board of Aldermen, the City’s Chief of Police, or code violation officers;
5. Provide a Provisional/Assistant Prosecuting Attorney to assist in the prosecution of Municipal Court.
6. Provide a certified Prosecutor Assistant to assist in the prosecutorial duties as mandated by Missouri Statute, Senate Bill 5, and Senate Bill 572.

II. ADDITIONAL HOURLY BILLABLE SERVICES: The following services shall be rendered to the City at the rate of \$150.00 per hour:

1. Attendance at meetings when requested by the Mayor, any member of the Board of Aldermen or City Attorney;
2. Upon authorization from the Mayor, any member of the Board of Aldermen or City Attorney:
 - a. Research and preparation of written memorandums or written opinions or time expended that exceeds the duties set forth in paragraph I above.
 - b. Attendance at meetings when requested by the Mayor, any member of the Board of Alderman or City Attorney.

III. OUT-OF-POCKET EXPENSES: In addition to the fees set forth above, the Firm shall be reimbursed for direct out-of-pocket expenditures incurred in the rendering of such services as follows:

1. Special courier or messenger services when required by the City;
2. Photocopy or document reproduction costs when required by the City for use in legal proceedings and out-of-pocket litigation costs such as depositions.
3. Parking expenses for trial de novo or jury trials set in the Circuit Court of St. Louis County.

IV. OTHER SERVICES: It is estimated that this proposal will cover all required legal services. In the event there is a need for services not described, or specifically excluded, the fee for such services shall be reviewed with the City prior to such undertaking.

V. MISCELLANEOUS:

1. No general overhead costs incurred by Timothy A. Engelmeyer in rendering such services shall be billed to the City. Further, the City shall not provide any insurance or pension benefits for Timothy A. Engelmeyer;
2. In the event that Timothy A. Engelmeyer or a member of his firm cannot serve as Prosecuting Attorney on a Municipal Court matter, because of a conflict or other disqualification, the City will approve outside counsel to handle this matter at a rate to be approved by the Board of Aldermen;
3. The City expressly consents and authorizes the Firm to include, on its website or on any material of Engelmeyer & Pezzani, LLC, that the City is a client of the Firm. After termination of this Agreement, the Firm is authorized to refer to the City as a former client of the Firm, unless the City instructs the Firm to cease such reference, in writing;
4. This Agreement may be terminated at any time by notice to the other party.

Approved by Ordinance No. _____ passed and approved on the _____ day of July, 2022.

ENGELMEYER & PEZZANI, LLC

CITY OF TWIN OAKS, MISSOURI

By: _____
Timothy A. Engelmeyer

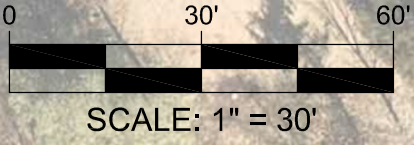
By: _____
Mayor

ATTEST:

City Clerk/Administrator

CRESCENT AVE SIDEWALK CONCEPT PLAN 1.0

SIDEWALK AT 140 AND 150 CRESCENT AVE



- NOTES:
1. NEARMAP IMAGERY DATED 03-01-2022
 2. SCALE IS BASED ON GOOGLE EARTH MEASUREMENTS AND SHOULD BE CONSIDERED APPROXIMATE.

CROSS-WALK

TRUNCATED DOME

TRUNCATED DOME

2' WIDE CURB AND GUTTER

4' WIDE SIDEWALK

140 CRESCENT AVE

EXISTING SIDEWALK

GRASS AREA

150 CRESCENT AVE

bfaeng.com

TELEPHONE: (636) 239-4751

BFA
Engineering • Surveying

103 ELM STREET

WASHINGTON, MISSOURI 63090

P:\3497 City of Twin Oaks, MO\3497-13 Sidewalks\3497-13A Crescent Ave - Sidewalk Project\3497-13A CAD - Concept Plan\Crescent Road Sidewalk.dwg
7/7/2022 10:11 AM

City Clerk/Administrator's Report

City of Twin Oaks, Board of Alderman

July 15, 2022

General Updates

Dunkin Donuts Exit

- Staff contacted the owner of the Dunkin Donuts on July 14 and alerted them to the condition of the right turn-out on Big Bend Road. Owner stated he will look into the issue.

Accounting RFP

- The Accounting RFP will be reissued on Monday, July 18, with a closing date of Monday, August 8, for submissions.

ARPA Stormwater Grant

- The ARPA stormwater grant application was submitted on July 13 for the stormwater portion of the Crescent Avenue Sidewalk. Funding announcements will be made after application scoring is completed on October 12, 2022.

Mayors for Meals

- The City collected 365 lbs of donations for the Mayors for Meals food drive. A thank you message with this information has been shared with residents.

Project Updates

Crescent Ave. Sidewalk

- We received title reports for 90 Crescent and 98 Crescent on July 13. Title reports for the remaining three properties should be delivered by July 18, which would allow BFA to do the fieldwork for the property surveys next week as well.

ALPR Cameras

- The automatic license plate reader cameras were installed and operational on July 13. The County will have a report and update for the Board at the August 3 meeting.

Citywide Curb Replacement and Boly Entrance Replacement

- BFA currently estimates having the draft of the bid document and plans completed by the week of July 18. Will go out to bid ASAP.