

**CITY OF TWIN OAKS
BOARD OF ALDERMEN MEETING
BOARD CHAMBERS, TWIN OAKS CITY HALL
1381 BIG BEND ROAD
WEDNESDAY, NOVEMBER 18, 2020, 7:00 p.m.**

To balance both the need for continuity of government and protection of the health and safety of our residents, business persons and employees, this meeting of the Board of Aldermen will not be open to public attendance *in person* but shall be accessible by the public by telephone (audio only) or by using their tablet/laptop/pc (audio/video) at:

Telephone: (312) 626-6799
Computer: <https://us02web.zoom.us/j/5197276201>
Webinar ID: 519-727-6201

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

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

Residents and others who wish to comment may also email their comments to City Clerk Frank Johnson, fjohnson@cityoftwinoaks.com, by 6 p.m. on November 18, 2020, and their comments will be shared with the Board at the appropriate time. There is also an ability to comment during the videoconference meeting by opening the participants tab and clicking “raise hand” during the meeting when the Board reaches the “Citizen Comment” agenda items. The Agenda Packet for this meeting is available for viewing and download on the City’s Website – www.cityoftwinoaks.com.

Tentative Agenda

- 1) REGULAR MEETING CALLED TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
- 5) APPROVAL OF CONSENT AGENDA
 - a) Board of Aldermen Regular Session Minutes from November 4, 2020
 - b) Board of Aldermen Closed Session Minutes from November 4, 2020
 - c) Bills List from October 31 to November 13, 2020
 - d) Credit Card List from September 16 to October 16, 2020
- 6) REPORT OF COMMITTEES/COMMISSIONS/CONTRACTORS
 - a) Park Committee — Cindy Slama

b) Financial Statements — Jeff Blume

7) PRELIMINARY CITIZEN COMMENTS

8) NEW BUSINESS

- a) Bill No. 20-21: AN ORDINANCE PROVIDING FOR THE HOLDING OF THE GENERAL ELECTION FOR TWIN OAKS, MISSOURI, FOR THE YEAR 2021 ON APRIL 6.
- b) Bill No. 20-22: AN ORDINANCE AMENDING SECTION 500.150 OF CHAPTER 500 CODE OF THE CITY OF TWIN OAKS PERTAINING TO MISCELLANEOUS BUILDING REGULATIONS.

9) ATTORNEY'S REPORT

10) CITY CLERK'S REPORT

11) MAYOR AND ALDERMEN COMMENTS

12) FINAL CITIZEN COMMENTS

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

13) ADJOURNMENT

Frank Johnson
City Clerk

POSTED: Nov. 16, 2020, 3 p.m.

Please note: Any person requiring physical or verbal accommodations should contact the city office 12 hours prior to meeting at 636-225-7873. Copies of public records for this agenda are available for public inspection before and at the time of the meeting.

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF ALDERMEN OF TWIN OAKS,
TWIN OAKS TOWN HALL
ST. LOUIS COUNTY, MISSOURI
WEDNESDAY, NOVEMBER 4, 2020**

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

Mayor: Russ Fortune-yea

Aldermen: April Milne –absent
Dennis Whitmore –yea

Lisa Eisenhauer – yea
Tim Stoeckl – yea

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

Permanent records are kept of all minutes and ordinances. Each ordinance is read a minimum of two times by title, unless otherwise noted.

APPROVAL OF THE AGENDA

Mayor Fortune asked if there were any changes to the agenda. Alderman Whitmore asked to add the Winer park lighting proposal as 9b under Discussion Items. Hearing no other changes Alderman Whitmore motioned to approve the Agenda as amended, seconded by Alderman Stoeckl. The motion passed by a voice vote.

APPROVAL OF THE CONSENT AGENDA

Mayor Fortune asked if there were any changes to the Consent Agenda consisting of the October 21, 2020 Regular Session Minutes, October 21, 2020 Work Session Minutes, October 21, 2020 Closed Session Minutes and the Bills List from October 17, 2020 to October 30, 2020. Alderman Whitmore motioned to approve the Consent Agenda seconded by Alderman Eisenhauer. The motion passed by voice vote of three yes, zero no and one absent.

REPORTS OF COMMITTEES/COMMISSIONS/CONTRACTORS

Police Report: Officer John Wehner reviewed the October Police Report as well as the hours he logged on the bike for September.

PRELIMINARY CITIZEN COMMENTS

There were no preliminary citizen comments at this time.

OLD BUSINESS

Resolution 20-27-A Resolution Approving And Authorizing The Mayor To Execute An Agreement With DJM Ecological Services, Inc. For Stormwater And Creek Bed Improvements In Twin Oaks Park: City Clerk Johnson stated this project is replacing the existing smaller rock with larger rock which will not wash away during a rain. Mayor Fortune asked for any questions concerning Resolution 20-27. Mayor Fortune asked for a motion to approve Resolution 20-27. Alderman Whitmore motioned to approve Resolution 20-27, seconded by Alderman Eisenhauer. The motion passed by voice vote of three yes, zero no and one absent.

Resolution 20-28-A Resolution Approving And Authorizing The Mayor To Execute An Agreement With Konersmann Enterprises, DBA St. Louis Powersports: Mayor Fortune asked for any questions concerning Resolution 20-28. Alderman Stoeckl asked if the old gator could be used as a trade in. City Clerk Johnson stated that it could not. The City will be putting the gator on a website called GovDocs. This website is where cities put items they need to get rid of and people are able to bid on the item to purchase. Alderman Whitmore asked if two charges listed were sales tax. City Clerk Johnson stated they were not. Mayor Fortune asked for a motion to approve Resolution 20-28. Alderman Whitmore motioned to approve Resolution 20-28, seconded by Alderman Eisenhauer. The motion passed by voice vote of three yes, zero no and one absent.

DISCUSSION ITEMS

Privacy Fence and Noise Issues on Autumn Leaf: City Clerk Johnson stated he found a letter from Pat Kelly, former City Administrator for the City, to Twin Oaks Presbyterian Church regarding the privacy fence between the homes on Autumn Leaf and the Church. In the letter Mr. Kelly stated the City had contracted with Chesterfield Fence and the Church agreed to pay half of the cost. City Clerk Johnson has received complaints from residents on Autumn Leaf stating the fence is not doing the job they feel it was intended to do which was to reduce the noise level from the Church.

City Clerk Johnson has received the plans for the construction of the berm from the Church. BFA and Attorney Rost are reviewing the details of the plan at this time. They are acquiring additional information from the Church which is needed to complete the review.

Mayor Fortune stated that he feels the noise issue and the fence are two separate issues. City Clerk Johnson stated that Jeff Knox, a resident along Autumn Leaf, believes that the noise from the school children and the sport teams exceeds the noise level allowed by City

regulations. He would like the City to measure the level to see if they are in compliance. City Clerk Johnson has spoken with Brian Roby of Twin Oaks Presbyterian Church regarding the Church's movie nights. It was suggested that the Church could possibly reposition the activity so the noise would be directed in a different direction.

Alderman Stoeckl does not believe that the sound of children playing is a problem in the City. The Board was in agreement.

Winter Lighting-Additional Items: City Clerk Johnson stated the office had just received the quote from STL Holiday Lighting outlining the cost to light additional areas in Twin Oaks Park for the holiday season. Alderman Eisenhower suggested giving the Park Committee a set amount of additional funds and allow them to decide which areas to light. Discussion ensued.

Alderman Eisenhower motioned to give the Park Committee an additional \$1,000.00 for holiday lighting and allow the Committee to decide which areas will be lite, seconded by Alderman Stoeckl. The motion passed by voice vote of three yes, zero no and one absent.

ATTORNEY'S REPORT

Attorney Rost stated that he is working on the packet from the Planning & Zoning Commission containing the changes to the City's Zoning Code for the Board's review. Alderman Eisenhower stated that the Commission did an excellent job in their review of the zoning code. Attorney Rost was in agreement.

CITY CLERK'S REPORT

General Updates

CARES Act Funds

- First 50 percent of requested funds transferred on Oct 26. Staff is now working on preparing paperwork for full reimbursement.

Police Services Contract

- The City has received official notice from St. Louis County for the automatic renewal terms of the Police Service Agreement. The new contract price for 2021 will be \$137,675 annually (\$11,472.92 monthly), which represents a 3.43 percent increase from 2020.

St. Louis Spirits Gymnastics

- BFA has completed a review of some conceptual plans for the proposed gymnastics center behind Schnucks. City staff and BFA are scheduled to meet with the business owners and builder on Nov. 10 to discuss the plans.

Project Updates

Restriping Work

- Maintenance Supervisor John Williams has completed the restriping of the Boly Lane exit and the yellow centerline on Autumn Leaf Drive.

Crescent Road Sidewalk Project

- BFA performed fieldwork for the site survey on Oct. 26. This information will be used to prepare the preliminary design.

Autumn Leaf Runoff

- The City received the drawings for the berm around the athletic field at Twin Oaks Presbyterian Church from BFA on Oct. 29. City Attorney Paul Rost is working on an agreement on the future maintenance of the berm for the City and the church to sign.

Autumn Leaf Sewer Backups

- MSD is moving forward with a plan to install 46 feet of new pipe at 1409 Autumn Leaf. This will connect two existing sewer lines and eliminate the 90 degree turn that has been speculated to be the cause of the backups.
- The City received an application for a ROW permit from MSD's contractor on Oct. 9. This was reviewed by BFA and returned with comments on Oct. 20. We are requesting additional details before approving the permit.

Resealing/Overlay for Park Paths

- The City received a bid for the resealing from Topps in the amount of \$3,035 and for the asphalt overlay in the amount of \$3,451. Project will be scheduled for this spring.

Crescent Road Landscaping

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

Golden Oak Landscaping of Circles

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

Golden Oak Light

- Bates Electric is hoping to remove the spoils from the excavation work and finish cleaning up the site by Nov. 4 or Nov. 5. After that, Maintenance Supervisor John Williams will put down new topsoil and seed it.

Boly Entrance Light

- Gerstner is investigating where there is a lower lumens light we can use to lessen the brightness. If not, they can put a shield on the fixture.

MAYOR AND ALDERMAN COMMENTS

Alderman Eisenhower thanked everyone for all the work they with the election. Everything ran smoothly.

FINAL CITIZEN COMMENTS

Jeff Graves thanked everyone for all the work they do. He thanked John William, Public Works, for getting the lines painted on Boly Lane entrance and Autumn Leaf.

MOVE TO CLOSED SESSION

Alderman Whitmore motioned to go into closed session at 7:41 p.m. to discuss matters pursuant to Section 610.021 (3), seconded by Alderman Eisenhower. The motion passed by roll call vote as follows: Aldermen Eisenhower-yea, Milne-absent, Whitmore-yea and Stoeckl-yea.

ADJOURNMENT

The Board returned to regular session at 8:19 p.m. There being no further business, Alderman Whitmore motioned to adjourn the regular meeting at 8:20 p.m., seconded by Alderman Eisenhower and the motion passed with the unanimous consent of the Board of those present.

Drafted By: _____
Theresa Gonzales,
Administrative Assistant

Date of Approval: _____

ATTEST:

Frank Johnson
City Clerk

Russ Fortune,
Mayor, Board of Aldermen

City of Twin Oaks						
Bills and Applied Payments						
October 31, 2020-November 13, 2020						
Check No.	Invoice Date	Memo/Description	Invoice No.	Bill Amt	Check Amt	
11749		Reimbursement of Community Room Deposit		\$100.00		\$100.00
11750						
	10/31/2020	Teleconference with N. Thompson re: Twin Oaks tower site; review correspondence re waiving building permit fees; draft resolution re: same conference with P. Rost; review ROW application; review city code re same; revise and edit ROW application; create fillable form re same; review correspondence and term sheet re Twin Oaks Park lease and AP Wireless offer, correspond with P. Rost and F. Johnson; review and revise zoning code per P&Z direction; research and analyze employee and independent contractor issue; revise zoning code for P&Z review; review background of TOPC site and agreements re same; review employee policy, prepare for P&Z meeting; review and correct table of fees and related sections; review documents pertaining to relationship between church site and City's park site; draft stormwater management easement agreement; review redolution and contract St. Louis powersport; review material for Board of Adjustment	65033	\$3,643.00		
	10/31/2020	Teleconference with F. Johnson re COP's debt service and review documentation; prepare for and attend Board of Aldermen meeting; teleconference with F. Johnson re customary home occupations and other matters; review code re same; review and revise closed minutes; teleconference with F. Johnson re home occupations and permit fees; review ordinance waiving permit fees; review ROW permit application; review memo re occupancy fees; teleconference with F. Johnson re P&Z; correspondence re Crescent sidewalk project; teleconference with F. Johnson re right-of-way permits, occupancy permits and employment issues; prepare for and attend Board of Aldermen meeting and closed session; draft closed minutes; prepare for and attend P&Z Commission meeting; teleconference with F Johnson re various zoning items and procedure; City attorney memo; gather information for Board of Adjustment meeting ; review resolution and agreement re Kawasaki Mule	65034	\$1,162.50		\$4,805.50
11751						
	10/31/2020	Grass cutting for City-October	SJN#19205	\$1,828.92		
	10/4/2020	Cleaning of flower beds and boxes at intersection	SJN#19416	\$1,390.00		\$3,218.92
11752	11/1/2020	Cleaning of park restrooms and playground	90871	\$1,560.00		\$1,560.00
11753		Reimbursement of Park Reservation		\$50.00		\$50.00
11754	11/2/2020	Playground inspection	12250	\$450.00		\$450.00
11755	11/4/2020	Service call on security system at City Hall		\$258.00		\$258.00
11756		Reimbursement of Park Reservation		\$50.00		\$50.00
Online	10/18/2020	Occupancy Inspection-1325 Woodland Oaks		\$95.50		\$95.50
Online	10/26/2020	Publication of Public Hearing on November 9, 2020	744859758	\$32.48		\$32.48
Online	10/26/2020	Monthly Charge for 50 Crescent Ave		\$49.99		\$49.99
Online	10/26/2020	Monthly Charge for City Hall		\$46.17		\$46.17
Online	10/28/2020	Trash Collection for the Month of November		\$3,880.40		\$3,880.40
Online	10/26/2020	Monthly Charge for 50 Crescent Ave		\$10.09		\$10.09
Online	10/20/2020	Monthly Charge for City Hall Irrigation		\$554.86		\$554.86
Online	10/20/2020	Monthly Charge for Derbyshire Dr-Irrigation		\$1,597.78		\$1,597.78
Online	10/20/2020	Monthly Charge for City Hall		\$45.75		\$45.75
Online	10/23/2020	Monthly Charge for 1312 Big Bend Irrigation		\$1,002.78		\$1,002.78
Online	10/22/2020	Monthly Charge for 50 Crescent Ave		\$31.22		\$31.22
Online	10/22/2020	Monthly Charge for City Hall		\$869.62		\$869.62
Online	10/22/2020	Monthly Charge for 50 Crescent Ave		\$22.14		\$22.14
Online	10/22/2020	Monthly Charge for 50 Crescent Ave. Water Pump		\$180.82		\$180.82
Online	10/22/2020	Monthly Charge for 1 Twin Oaks Ct.		\$222.05		\$222.05
Online	10/22/2020	Monthly Charge for 141 and Big Bend		\$58.25		\$58.25
Online	11/2/2020	Monthly Charge for Twin Oaks Park-Firepark		\$25.20		\$25.20
Online	11/3/2020	Monthly Charge for street lights		\$612.79		\$612.79
Online	10/30/2020	Monthly Charge for copies-black/white and color	8114034	\$176.74		\$176.74
Online	11/8/2020	Occupancy Inspection-821 1st Street		\$95.50		\$95.50
Online	11/5/2020	Monthly charge for City cell phones		\$242.38		\$242.38
Online	11/5/2020	Monthly charge for City Hall		\$31.40		\$31.40
		Alderman				
		Alderman				

Credit Card List
September 16 - October 16, 2020

Date	Name	Memo/Description	Amount
9/21/2020	Adobe	Monthly charge	14.99
9/24/2020	Mastercard	Finance charge reversal	-25.91
9/24/2020	Amazon	Ignition Key switch for Artic Cat	16.99
9/24/2020	Sam's	Office supplies	93.16
9/28/2020	Custom Foam of St. Louis	Foam for truck seat	16.00
9/28/2020	JoAnn Fabrics	Fabric to repair seat in truck	112.95
9/29/2020	Fish Window cleaning	Outside side windows and Community Room	163.00
10/1/2020	Intuit	Monthly quickbook charge	70.00
10/3/2020	Zoom	Monthly charge	14.99
10/5/2020	Lowes	Cleaning supplies	13.88
10/7/2020	Amazon	Batteries for microphone	6.89
10/7/2020	Lowes	Switch for men's room repair	13.70
10/8/2020	Lowes	Return of switch	-7.04
10/7/2020	Missouri State Outreach	HR Best practices	25.00
10/8/2020	Valley Park Elevator	Fish food	29.99
10/8/2020	Lowes	Paint for island at Meramec Station and Big Bend	29.98
10/9/2020	Phillips 66	Fuel for truck	47.00
10/12/2020	BR24 Plumbers Supply	Part to repair men's toilet in Park	426.67
10/14/2020	Lowes	Repair supply	41.74
10/14/2020	Valley Park Elevator	Repair materials for road repair	10.98
10/15/2020	Office Depot	Office supplies	115.72
			1,230.68



**CITY OF
TWIN OAKS, MISSOURI**

**MONTHLY OPERATING
FINANCIAL STATEMENTS**

**AS OF AND FOR THE TEN MONTHS
ENDED OCTOBER 31, 2020 AND
OCTOBER 31, 2019**

City of Twin Oaks
Balance Sheet
OCTOBER 31, 2020 and 2019

	2020	2019
ASSETS		
3-115 Enterprise Bank - Sewer Lateral 5757	\$ 52,699	\$ 56,422
4-113 US Bank Trust Account	136	136
9-100 Petty Cash	100	100
9-111 Meramec Money Market	10,481	10,458
9-112.1 Enterprise Bank- General Checking 5732	111,353	111,440
9-112.2 Enterprise Bank - Reserve Fund MMA 5740	874,405	749,562
9-112.3 Enterprise Bank - Special Account 5765	59,808	59,628
9-112.4 Enterprise Bank - Debt Service Retirement 6108	50,003	-
9-122.2 CD Meramec Valley .5987 9/8/19	115,191	114,164
9-128 Escrow Deposits Payable	(5,000)	(10,000)
9-129 Accrued Interest	88	88
Total Bank Accounts	1,269,263	1,091,999
9-130 Accounts Receivable	854	854
1-180 Taxes Receivable - Road	8,324	9,239
2-180 Taxes Receivable - Park	62,578	27,996
3-180 Taxes Receivable - Sewer Lateral	1,497	1,373
4-180 Taxes Receivable - CI	53,192	23,797
9-144 Prepaid Items	7,057	7,057
9-180 Taxes Receivable - GF	151,372	104,462
9-180.1 Deferred Property Taxes Receivable	14,741	-
9-181 Other receivables	-	1,210
TOTAL ASSETS	\$ 1,568,878	\$ 1,267,986
LIABILITIES AND FUND BALANCE		
9-210 MVB Credit MasterCard	\$ 3,438	\$ 5,538
1-201 Accounts Payable - Cap Improve	9,540	5,275
2-201 Accounts Payable - Parks	7,386	17,045
2-240 Park Reservation Deposits	1,700	700
4-201 ACCOUNTS PAYABLE - CIST	-	154
9-201 Accounts Payable - GF	10,673	13,619
9-233 LAGER Liability	(1,041)	2,290
9-239 Accrued Payroll	14,512	4,945
9-240 Community Room Deposits	570	300
9-281 Deferred property tax revenue-Annual Assesment	14,741	14,741
Total Liabilities	61,519	64,608
FUND BALANCE		
1-301 Road Fund Balance	24,122	-
2-301 Park & Storm Fund Balance	231,363	509,480
3-301 Sewer Lateral Fund Balance	65,427	61,149
4-301 Cap Impr Fund Balance	458,445	503,431
9-301 General Fund Balance	502,293	562,354
Net Income	225,709	(433,035)
Total Fund Balance	1,507,359	1,203,378
TOTAL LIABILITIES AND FUND BALANCE	\$ 1,568,878	\$ 1,267,986

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

	OCTOBER 31, 2020								OCTOBER 31, 2019		
	Sewer	CIST	Road	Parks	General	Total	Budget	% Bdgt	Actual	DIFFERENCE	
										FAV / (UNFAV)	
									Amount	%	
REVENUES RECEIVED											
Sales Taxes	\$ -	\$ 210,163	\$ -	\$ 247,250	\$ 413,598	\$ 871,011	\$ 1,007,300	86 %	\$ 765,178	\$ 105,833	14 %
Property Taxes	-	-	32,877	-	19,572	52,449	55,600	94 %	24,988	27,461	110 %
Intergovernmental Taxes	-	-	8,211	-	15,183	23,394	27,400	85 %	20,645	2,749	13 %
Licenses, Permits & Fees	3,365	-	-	-	93,754	97,119	102,000	95 %	83,774	13,345	16 %
Miscellaneous Revenue	-	-	-	400	17,369	17,769	3,200	555 %	3,300	14,469	438 %
Interest Income	1,704	-	-	-	2,051	3,755	5,000	75 %	4,824	(1,069)	(22)%
	5,069	210,163	41,088	247,650	561,527	1,065,497	1,200,500	89 %	902,709	162,788	18 %
EXPENDITURES PAID											
Personnel Services	-	-	38,790	26,094	130,341	195,225	261,100	75 %	211,223	15,999	8 %
Administrative	-	-	-	-	84,380	84,380	104,500	81 %	100,661	16,281	16 %
Operating	3,993	-	72,760	35,093	56,157	168,002	244,900	69 %	207,867	39,865	19 %
Contractual	-	-	-	-	67,359	67,359	105,300	64 %	108,031	40,671	38 %
Police	-	-	-	-	110,925	110,925	126,200	88 %	107,184	(3,741)	(3)%
Lease	-	-	-	500	-	500	100	500 %	(76)	(576)	756 %
Repairs and Maintenance	-	-	17,163	19,718	-	36,881	44,200	83 %	36,637	(244)	(1)%
Debt Service	-	142,772	-	-	-	142,772	142,800	100 %	142,628	(144)	(0)%
Capital additions											
Stormwater	-	-	-	524	-	524	700	75 %	531	8	1 %
Other	-	-	16,278	16,942	-	33,220	151,500	22 %	421,058	387,838	92 %
Total	3,993	142,772	144,989	98,871	449,162	839,788	1,181,300	71 %	1,335,744	495,957	37 %
Excess (deficiency) of revenues over (under) expenditures	1,076	67,391	(103,902)	148,780	112,365	225,709	19,200	1,176 %	(433,035)	658,745	(152)%
OTHER SOURCES(USES) OF FUND											
Transfers	-	15,198	103,902	(47,700)	(71,400)	-	-		-	-	
CHANGE IN FUND BALANCE	1,076	82,589	0	101,080	40,965	225,709	19,200	1,176 %	(433,035)	\$ 658,745	(152)%
FUND BALANCE -											
Beginning of Year	65,427	458,445	24,118	231,363	502,293	1,281,646	1,281,646		1,772,401		
End of Period	\$ 66,503	\$ 541,034	\$ 24,118	\$ 332,443	\$ 543,258	\$ 1,507,355	\$ 1,300,846		\$ 1,339,366		
CHANGE IN FUND BALANCE											
Budget	100	(9,000)	-	67,600	(39,500)	19,200					
Actual Over/(Under) Budget	\$ 976	\$ 91,589	\$ 0	\$ 33,480	\$ 80,465	\$ 206,509					

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

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

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

ACTUAL - OCTOBER 31, 2020						
	Sewer	CIST	Road	Parks	General	Total
REVENUES RECEIVED						
Sales Taxes	\$ -	\$ 210,163	\$ -	\$ 247,250	\$ 413,598	\$ 871,011
Property Taxes	-	-	32,877	-	19,572	52,449
Intergovernmental Taxes	-	-	8,211	-	15,183	23,394
Licenses, Permits & Fees	3,365	-	-	-	93,754	97,119
Grants	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	400	17,369	17,769
Interest Income	1,704	-	-	-	2,051	3,755
	5,069	210,163	41,088	247,650	561,527	1,065,497
EXPENDITURES PAID						
Court	-	-	-	-	-	-
Personnel Services	-	-	38,790	26,094	130,341	195,225
Administrative	-	-	-	-	84,380	84,380
Operating	3,993	-	72,760	35,093	56,157	168,002
Contractual	-	-	-	-	67,359	67,359
Police	-	-	-	-	110,925	110,925
Lease	-	-	-	500	-	500
Repairs and Maintenance	-	-	17,163	19,718	-	36,881
Debt Service	-	142,772	-	-	-	142,772
Capital additions						
Stormwater	-	-	-	524	-	524
Other	-	-	16,278	16,942	-	33,220
Total	3,993	142,772	144,989	98,871	449,162	839,788
Excess (deficiency) of revenues over (under) expenditures	1,076	67,391	(103,902)	148,780	112,365	225,709
OTHER SOURCES(USES) OF FUND BALANCE						
Transfers	-	-	-	-	-	-
TOTAL	-	-	-	-	-	-
CHANGE IN FUND BALANCE	1,076	67,391	(103,902)	148,780	112,365	225,709
FUND BALANCE -						
Beginning of Year	65,427	458,445	24,118	231,363	502,293	1,281,646
End of Period	\$ 66,503	\$ 525,836	\$ (79,784)	\$ 380,143	\$ 614,658	\$ 1,507,355
CHANGE IN FUND BALANCE						
Budget	100	(9,000)	-	67,600	(39,500)	19,200
Actual Over/(Under) Budget	976	76,391	(103,902)	81,180	151,865	206,509

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

ACTUAL - OCTOBER 31, 2019						
	Sewer	CIST	Road	Parks	General	Total
REVENUES RECEIVED						
Sales Taxes	\$ -	\$ 182,874	\$ -	\$ 215,146	\$ 367,157	\$ 765,178
Property Taxes	-	-	7,975	-	17,014	24,988
Intergovernmental Taxes	-	-	8,804	-	11,841	20,645
Licenses, Permits & Fees	1,386	-	-	-	82,388	83,774
Grants	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	100	3,200	3,300
Interest Income	378	-	-	-	4,446	4,824
	1,764	182,874	16,778	215,246	486,046	902,709
EXPENDITURES PAID						
Court	-	-	-	-	-	-
Personnel Services	-	-	42,292	32,791	136,140	211,223
Administrative	-	-	-	-	100,661	100,661
Operating	-	-	82,977	71,335	53,555	207,867
Contractual	-	-	-	-	108,031	108,031
Police	-	-	-	-	107,184	107,184
Lease	-	-	-	-	(76)	(76)
Repairs and Maintenance	-	-	1,349	35,288	-	36,637
Debt Service	-	142,628	-	-	-	142,628
Capital additions						
Stormwater	-	-	-	531	-	531
Other	-	4,333	113,657	303,067	-	421,058
Total	-	146,962	240,275	443,012	505,495	1,335,744
Excess (deficiency) of revenues over (under) expenditures	1,764	35,913	(223,497)	(227,766)	(19,449)	(433,035)
OTHER SOURCES(USES) OF FUND BALANCE						
Transfers	-	-	-	-	-	-
TOTAL	-	-	-	-	-	-
CHANGE IN FUND BALANCE	1,764	35,913	(223,497)	(227,766)	(19,449)	(433,035)
FUND BALANCE -						
Beginning of Year	56,196	589,782	24,118	470,276	632,029	1,772,401
End of Period	\$ 57,960	\$ 625,695	\$ (199,379)	\$ 242,510	\$ 612,580	\$ 1,339,366
CHANGE IN FUND BALANCE						
Budget						
Actual Over/(Under) Budget						

AN ORDINANCE PROVIDING FOR THE HOLDING OF THE GENERAL ELECTION FOR TWIN OAKS, MISSOURI, FOR THE YEAR 2021 ON APRIL 6;

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

Section 1. Pursuant to Missouri State Law and Twin Oaks’ Ordinances, an election shall be held on the first Tuesday following the first Monday in April 2020, and said day being April 6, 2021, for the purposes of holding an at large election for the following offices:

Office	Term
One (1) Mayor (at large)	Two-Year Term
One (1) Alderman (at large)	Two-Year Term
One (1) Alderman (at large)	Two-Year Term

Said officials to hold office until their successors in such offices are duly elected, appointed, qualified and installed in office.

Section 2. The St. Louis County Board of Election Commissioners (the “Election Board”) shall conduct such election according to law and certify the results thereof. The Election Board shall designate such polling places as shall be required for the election and shall appoint such necessary election officials as may be required for the conduct thereof. The Election Board shall also publish notice of the election as shall be required by law and shall do and perform such other necessary acts as may be required to conduct the election in accordance with the statutes of the State of Missouri and the Ordinances of Twin Oaks.

Section 3. The polls for the election shall open at six o’clock (6:00) a.m. and remain open until seven o’clock (7:00) p.m. under the direction and supervision of the Election Board as aforesaid. Time referred to herein is official time according to law.

Section 4. Persons desiring to file declarations of candidacy for any office to be elected at the election may do so between eight o’clock (8:00) a.m. on Tuesday, December 15, 2020, being the sixteenth (16th) Tuesday prior to the election, and five o’clock (5:00) p.m. on Tuesday, January 19, 2021, being the eleventh (11th) Tuesday prior to the election, at such times as the Twin Oaks City Hall shall be open for business. Declarations of candidacy shall be filed with the City Clerk or her designee.

Section 5. The City Clerk shall, on or before December 15, 2020, being the sixteenth (16th) Tuesday prior to the election, notify the general public of the opening filing date, the office or offices to be filled, the proper place for filing and the closing filing date of the election. Such notification may be accomplished by legal notice published in at least one newspaper of general circulation in Twin Oaks.

Section 6. The City Clerk is authorized and directed, not later than 5:00 p.m. on January 26, 2020, being the tenth (10th) Tuesday prior to the election, to certify to the Election Board all candidates and offices and such further information as may be required by the Election Board with respect to said election and to complete and execute such forms as may be required by law, Twin Oaks or the Election Board relative thereto.

Section 7. 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 18th DAY OF NOVEMBER 2020.

Russ Fortune, Mayor

Attest:

Frank Johnson, City Clerk

**AN ORDINANCE AMENDING SECTION 500.150 OF CHAPTER 500
CODE OF THE CITY OF TWIN OAKS PERTAINING TO
MISCELLANEOUS BUILDING REGULATIONS**

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

Section 1: Section 500.150 (“Miscellaneous Building Regulations”) is hereby amended by adding a new Subsection B entitled “Flagpoles and Radio and/or Television Antenna,” to read as follows:

Section 500.150 Miscellaneous Building Regulations.

A. The following regulations are in addition to the Building Codes herein adopted:

1. For a one- or two-story, single-family dwelling there shall be a minimum square footage area on the first floor of not less than one thousand one hundred (1,100) feet by inside dimensions, including utility room and excluding basement.
2. All side walls shall be minimum sheeted with one-half-inch composition board (Celotex or equal) or one-half-inch plywood if asbestos shingles are to be used. Interior and exterior joints shall be broken one exterior. If brick veneer facing is used, sufficient wall ties must be installed.
3. All backfill around foundations shall be free of wood, concrete, paper, plastic, glass and all other forms of construction refuse and foreign materials.
4. All building sites, the lots and common grounds adjoining, and the streets involved in carrying traffic to and from the construction site, shall be maintained in a clean and safe condition during construction, and all refuse and unused building materials shall be removed from the area promptly upon completion of construction.

B. Flagpoles and Radio and/or Television Antenna

1. No flagpole or radio/television antenna structure more than twelve (12) feet in height shall be erected or constructed without first obtaining a building permit.
2. All building permit applications for flagpoles or radio/television antenna structures shall include plans and specifications stamped by a professional licensed engineer to assure proper grounding, strength, wind resistance, seismic loads, and other relevant engineering requirements or as otherwise may be required from St. Louis County pursuant to the building permit application process.
3. Metal flagpoles requiring a building permit shall be engineered and constructed in accordance with the American National Standard Institute – National Association of Architectural Metal Manufacturers (ANSI/NAAMM) Guide Specifications for Design of Metal Flagpoles, FP 1001-97 as amended.

4. Flagpoles or radio/television antenna structures must be set back sufficient distance from property lines so as not to create a safety hazard on adjacent property. At a minimum, these structures and their related flags/antennas shall be set back sufficient distance to enable the flag to fly fully open without flying over the property of others or to have any part of the antenna over the property of others unless express permission in writing has been given by the property owner to do so.

5. If the proposed flagpole is on property used for Governmental and Institutional use, the following standards apply:
 - a. Maximum Flag Size: Five (5) feet by eight (8) feet.
 - b. Maximum Pole Height: Twenty five (25) feet.
 - c. Maximum Number of Poles: Three (3) per lot.

6. If the proposed flagpole is on property used for residential or other use, the following standards apply:
 - a. Maximum Flag Size: Three (3) feet by five (5) feet.
 - b. Maximum Pole Height: Twenty (20) feet.
 - c. Maximum Number of Poles: One (1) per lot.

Section 2: This ordinance shall be in full force and effect from and after its passage by the Board of Aldermen 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 ___ DAY OF NOVEMBER 2020.

Russ Fortune, Mayor

Attest:

Frank Johnson, City Clerk

City Clerk's Report

City of Twin Oaks, Board of Alderman

November 13, 2020

General Updates

Positive Pay

- The City is in the process of implementing an anti-fraud service offered by Enterprise Bank called Positive Pay. Essentially, it will ensure that all ACH withdrawals or online bill payments are only processed with the City's permission.

CARES Act Funds

- Staff submitted paperwork for full reimbursement on Nov. 6.

St. Louis Spirits Gymnastics

- Staff and BFA met with the business owner on Nov. 10 and discussed the City's comments on their initial set of plans. They are planning to make some revisions and submit a preliminary development plan application.

Winter Lighting

- The Park Committee decided on adding options #1 (evergreen tree spiral wrap), #5 and #7 (Garden bushes spiral wrap, both sides), and #6 (Center island bushes wrap).

Project Updates

Creek Bed Repair

- DJM is scheduled to begin work on Nov. 17 and finish the next day.

Crescent Road Sidewalk Project

- BFA performed fieldwork for the site survey on Oct. 26. Work on the preliminary design is ongoing.

Autumn Leaf Runoff

- The City received the drawings for the berm around the athletic field at Twin Oaks Presbyterian Church from BFA on Oct. 29. City Attorney Paul Rost has drafted an initial agreement for a Stormwater Management Easement. We are working with BFA to put together the necessary documentation.

Autumn Leaf Sewer Backups

- MSD is moving forward with a plan to install 46 feet of new pipe at 1409 Autumn Leaf. This will connect two existing sewer lines and eliminate the 90 degree turn that has been speculated to be the cause of the backups.

- The City received an application for a ROW permit from MSD's contractor on Oct. 9. This was reviewed by BFA and returned with comments on Oct. 20. We are requesting additional details before approving the permit.
 - Additional details for the ROW permit received on Nov. 13. Final approval pending.

Crescent Road Landscaping

- The City has received a bid for removal and new plantings for around \$22,000 from Davey Tree. Staff is working on preparing bid documents, per the city's purchasing policy.

Golden Oak Light

- Bates Electric has completed backfill and removed all spoils. In the spring, maintenance staff will add a layer of topsoil and seed. The impacted residents have been informed of this plan and are satisfied.

Boly Entrance Light

- Staff submitted a request to have the light turned off to Ameren on Nov. 10.

Stop Signs

- On Nov. 12, the stop sign at the intersection of Crescent Road and Crescent Avenue was damaged. Maintenance staff have repaired the sign, as well as the stop sign at the intersection at Crescent Avenue and Golden Oak Court.