

**CITY OF TWIN OAKS  
BOARD OF ALDERMEN MEETING  
BOARD CHAMBER, TWIN OAKS TOWN HALL  
1381 BIG BEND ROAD  
WEDNESDAY, DECEMBER 7, 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](http://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 November 16, 2022
  - b) Board of Aldermen Special Meeting Minutes from November 18, 2022
  - c) Board of Aldermen Closed Session Minutes from November 18, 2022
  - d) Bills List from Nov. 11 to Dec. 2, 2022
- 6) REPORT OF COMMITTEES/COMMISSIONS/CONTRACTORS
  - a) Police Report — Officer John Wehner
  - b) Financial Statements — Jeff Blume
- 7) CITIZEN COMMENTS
- 8) NEW BUSINESS
  - a) Resolution No. 2022-29: A RESOLUTION APPROVING CERTAIN RECURRING FINANCIAL OBLIGATIONS OF THE CITY FOR THE THIRTEEN MONTH PERIOD DECEMBER 2022 TO DECEMBER 2023.
  - b) Resolution No. 2022-30: A RESOLUTION OF THE TWIN OAKS BOARD OF ALDERMEN APPROVING AN AGREEMENT WITH CROWN'S AND CURBS FOR STREET SWEEPING SERVICES.
  - c) Bill No. 22-25: AN ORDINANCE APPROVING AND ADOPTING A BUDGET FOR THE 2023 FISCAL YEAR
- 9) DISCUSSION ITEMS
  - a) 2023 Fireworks Display
  - b) Art Purchase for City Hall
  - c) Spring Shred Event

10) ATTORNEY'S REPORT

11) CITY CLERK'S REPORT

12) MAYOR AND ALDERMEN COMMENTS

13) FINAL CITIZEN COMMENTS

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

14) CLOSED SESSION

Upon a motion duly made and approved, the Board of Aldermen intends go into closed session pursuant to Chapter 610 RSMo for the purpose of dealing with matters relating to the following: legal actions, causes of action or litigation involving a public governmental body, and any confidential or privileged communications between a public governmental body or its representatives and its attorneys (610.021(1) RSMo.); and specifications for competitive bidding (610.021(11) RSMo.).

15) ADJOURNMENT

Frank Johnson  
City Clerk/Administrator

POSTED: December 5, 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, NOVEMBER 16, 2022**

**2023 BUDGET PUBLIC HEARING**

Mayor Russ Fortune opened the 2023 Budget Public Hearing at 7:03 pm. Financial Consultant Jeff Blume presented the 2023 Budget. Mr. Blume spoke about several factors that are influencing costs for everyone. A few headwinds that have affected budgets and planning are supply chain disruptions, labor shortages, and inflation. The overview of the Twin Oaks Budget shows sales tax, use tax and business licenses increasing. The increase in the business licenses is due to the new business of Aldi, Ace Hardware and new restaurants opening in the city. The rising cost of living will affect salaries, administrative costs and contractual agreements. The Capitol Improvement budget is larger due to the development of the sidewalk, storm water, and road improvement projects on Crescent Avenue and Crescent Road. The proposed budget reflects appropriate budgeting to maintain a solid reserve balance of 1.5 million. Mayor Fortune asked if there were any questions. Alderman Whitmore asked if the Sales and Use taxes could be separated into two separate budget lines and Mr. Blume explained that they were both sales taxes and should remain the same line item.

Mayor Fortune closed the Public Hearing meeting on the 2023 budget at 7:24 p.m. and called to order the Regular Meeting of the Twin Oaks Board of Aldermen at 7:24 p.m. Roll Call was taken:

Mayor: Russ Fortune – yea

Aldermen:	April Milne – yea	Lisa Eisenhower – yea
	Dennis Whitmore – yea	Tim Stoeckl –absent

Also Present: Frank Johnson, City Clerk/Administrator  
Paul Rost, City Attorney  
Jeff Blume, City Accountant via Zoom

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 Russ Fortune asked if there were any additions or changes to the Agenda. Alderman Dennis Whitmore requested to add Property Upkeep and Holiday Decorating Contest to the Discussion

Items. Alderman April Milne motioned to approve the amended agenda, seconded by Alderman Lisa Eisenhauer. The motion passed on a voice vote.

### **APPROVAL OF THE CONSENT AGENDA**

Mayor Fortune asked for a motion to approve the Consent Agenda consisting of Regular Meeting Minutes from November 2, 2022; the Closed Session Minutes from November 2, 2022; the Bills list from October 29 through November 10, 2022; and the Credit Card List from October 1 to October 31, 2022. Alderman Whitmore motioned to approve the consent agenda, seconded by Alderman Milne. The motion passed by a voice vote.

### **REPORT OF COMMITTEES/COMMISSIONS/CONTRACTORS**

**Financial Statements:** Financial Consultant Jeff Blume reviewed the City's revenues and expenses through the month of October. Mr. Blume stated that the City's sales tax revenue were down for the month of October but will increase through the end of the year. The city is running ahead of anticipated budget.

**Park Committee:** City Clerk/Administrator Frank Johnson presented the Park Committee report. The Winter Lighting Event is scheduled for Sunday, December 4, 2022. The NHS (National Honor Society) from Valley Park Schools will be attending this event and collecting warm clothes to be donated. There will be collections sites at the Valley Park School and at City Hall if you are unable to attend the Winter Lighting. Information for this collection will be posted on the City's web site. The Park Committee has a new band for the Concert Series. Cherri Bomb is a local band and will be performing at June concert in the Park.

### **CITIZEN COMMENTS**

There were no citizen comments.

### **NEW BUSINESS**

**Resolution No. 2022-28: A Resolution of the Twin Oaks Board of Aldermen Approving an Agreement with Eco Constructors for Mulching Services.** City Clerk/Administrator Johnson read the resolution. City Clerk/Administrator Johnson received four bids for this project and selected Eco Constructors as the lowest and best bid. Mayor Fortune asked for any questions regarding Resolution No. 2022-28. Alderman Eisenhauer motioned to approve Resolution No. 2022-28, seconded by Alderman Milne, and the motion passed by a voice vote of three yeas and one absent.

### **DISCUSSION ITEMS**

**Property Upkeep:** Alderman Whitmore reported a tarp on a roof for an extended period of time and asked the Board for suggestions to resolve this issue. City Clerk/Administrator Johnson stated that this spring he has reached out the home owner and was told that they needed time to complete

the repairs. Since that initial call the homeowner has stopped communicating with the City. City Clerk/Administrator Johnson will send a letter from the City addressing the repairs and giving a timeline of when repairs need to be completed. If repairs are not completed in the allotted time or there is no response to the letter, City Clerk/Administrator Johnson will contact St Louis County to formally site the home owner for code violations and they will be given a court date.

Alderman Whitmore spoke about the continued lighting issues with Schnucks. City Clerk/Administrator Johnson spoke with DESCO property manager regarding the parking lot lighting and was assured that they would adjust the timing of the lights to be on by 5:00pm. City Clerk/Administrator Johnson spoke with the manager of Schnucks regarding the building lighting but there hasn't been any resolution at this time.

**Holiday Lighting Contest:** Alderman Whitmore asked for information to be posted regarding the upcoming Holiday Lighting Contest. City Clerk/Administrator Johnson will post rules and details for this contest on the City's website.

### **ATTORNEY'S REPORT**

City Attorney, Paul Rost, addressed the board regarding the passage of Amendment 3 that legalizes marijuana use by adults and sales tax on marijuana sales. Mr. Rost's firm is assessing the details of the new amendment and will present analysis and recommendations for changes to the City of Twin Oaks Codes.

### **CITY CLERK'S REPORT**

City Clerk/Administrator Johnson referred the Board to his written report and provided a summary of its contents. He informed the Board that a new salt spreader and trailer hitch have been purchased for the new City truck. Alderman Milne asked if staff had done any analysis on the cost of having staff salt the hills in the City versus having the Contractor who does the Citywide salting come out for additional salting. City Clerk/Administrator Johnson stated that he would investigate the issue and report back to the Board.

### **MAYOR & ALDERMEN COMMENTS**

Mayor Fortune stated that he is glad to be back and out of the house.

### **FINAL CITIZEN COMMENTS**

There were no final citizen comments at this time.

### **ADJOURNMENT**

There being no further business Mayor Fortune ask for a motion to adjourn the meeting. Alderman Milne so motioned, seconded by Aldermen Eisenhower and the regular meeting was adjourned at 7:59 pm.

Drafted By: \_\_\_\_\_  
Paula Dries  
Assistant City Clerk

Date of Approval: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Frank Johnson  
City Clerk/Administrator

\_\_\_\_\_  
Russ Fortune,  
Mayor, Board of Aldermen



ATTEST:

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Frank Johnson  
City Clerk/Administrator

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Russ Fortune,  
Mayor, Board of Aldermen



City of Twin Oaks Bills and Applied Payments November 11, 2023 to December 2, 2023						
Check No.	Invoice Date	Memo/Description	Invoice No.	Bill Amt	Check Amt	Payment Date
	<b>Alternative Rain Irrigation</b>	11/9/2022	winterization of irrigation at City Hall	17326	\$85.00	
		11/9/2022	winterization of irrigation at 141 and Big Bend	17327	\$276.25	
		11/11/2022	winterization of irrigation Zone 1 at Twin Oaks Park	17328	\$276.25	
		11/21/2022	repair to main line leak at 141/Big Bend	17342	\$747.15	<b>\$1,384.65</b>
	<b>Crowder</b>	11/9/2022	removal and replacement of sidewalk at 141 and Big Bend	5924	\$3,945.00	<b>\$3,945.00</b>
	<b>TruGreen</b>	11/4/2022	lawn treatment	168883294	\$82.95	<b>\$82.95</b>
	<b>St. Louis Public Works</b>	11/6/2022	inspections for apt. 117, 546, 403, 219	T11062200055002	\$300.00	<b>\$300.00</b>
	<b>Blume Accounting Services</b>	11/14/2022	4th quarter payment for financial services		\$1,500.00	<b>\$1,500.00</b>
	<b>SDD</b>	11/21/2022	Shred Event on 11-19-22	43531	\$600.00	<b>\$600.00</b>
	<b>Engelmeyer &amp; Pezzani, LLC</b>	11/15/2022	assistant prosecutor duties 11-1 to 11-15	3290	\$66.00	<b>\$66.00</b>
	<b>Cintas</b>	11/23/2022	annual fire extinguisher inspection		\$299.07	<b>\$299.07</b>
	<b>LandCare</b>	11/28/2022	explortory excavation of pond	578020	\$1,314.93	<b>\$1,314.93</b>
	<b>Hendel Lawncare Inc</b>	11/25/2022	fall leaf pickup	18443	\$10,400.00	<b>\$10,400.00</b>
	<b>Another Wild Goose Chase</b>	11/7/2022	property inspection from 11-7 to 12-4	2506	\$640.00	<b>\$640.00</b>
	<b>Marco</b>	11/22/2022	monthly contract charges from 11-25 to 12-24	10600933	\$67.35	<b>\$67.35</b>
	<b>General Code</b>	11/30/2022	Supplement No. 11	PG00030702	\$444.72	<b>\$444.72</b>
	<b>MOCCFOA</b>	11/30/2022	2022 holiday party		\$35.00	<b>\$35.00</b>
<b>AutoPay</b>	<b>The Brain Mill</b>	11/15/2022	monthly IT contract charges	220164	\$1,192.00	<b>\$1,192.00</b>
<b>AutoPay</b>	<b>ATT</b>	11/6/2022	monthly charges for 50 Crescent		\$95.22	<b>\$95.22</b>
<b>AutoPay</b>	<b>ATT</b>	11/7/2022	monthly charges for City Hall		\$119.35	<b>\$119.35</b>
<b>AutoPay</b>	<b>MSD</b>	11/7/2022	monthly charges for City Hall		\$44.31	<b>\$44.31</b>
<b>AutoPay</b>	<b>MSD</b>	11/22/2022	monthly charges for 50 Crescent	0813150-0	\$33.61	<b>\$33.61</b>
<b>AutoPay</b>	<b>Spire</b>	11/22/2022	monthly charges for City Hall	3056	\$78.99	<b>\$78.99</b>
<b>AutoPay</b>	<b>Spire</b>	11/22/2022	monthly charges fot 50 Crescent	361	\$45.76	<b>\$45.76</b>
<b>AutoPay</b>	<b>American Water</b>	11/18/2022	monthly charges for City Hall	7767	\$59.93	<b>\$59.93</b>
<b>AutoPay</b>	<b>American Water</b>	11/7/2022	monthly charges for fire hydrant at 1 Twin Oaks Park	8944	\$0.58	<b>\$0.58</b>
<b>AutoPay</b>	<b>American Water</b>	11/22/2022	monthly charges for 50 Crescent	6457	\$10.29	<b>\$10.29</b>
<b>AutoPay</b>	<b>American Water</b>	11/22/2022	monthly charges for City Hall Irrigation	8240	\$66.63	<b>\$66.63</b>
<b>AutoPay</b>	<b>American Water</b>	11/22/2022	monthly charges for 1312 Big Bend irrigation	5681	\$3,201.09	<b>\$3,201.09</b>
<b>AutoPay</b>	<b>Ameren Water</b>	11/28/2022	charges for fire service	8944	\$2.95	<b>\$2.95</b>
<b>AutoPay</b>	<b>Ameren</b>	11/22/2022	monthly charges for City Hall	8004	\$1,055.39	<b>\$1,055.39</b>
<b>AutoPay</b>	<b>Ameren</b>	11/22/2022	monthly charges for intersection of Big Bend and 141	9007	\$76.98	<b>\$76.98</b>
<b>AutoPay</b>	<b>Ameren</b>	11/22/2022	monthly charges for 50 Crescent	2123	\$24.75	<b>\$24.75</b>
<b>AutoPay</b>	<b>Ameren</b>	11/22/2022	monthly charges for 1 Twin Oaks Ct	5112	\$476.28	<b>\$476.28</b>
<b>AutoPay</b>	<b>Ameren</b>	11/22/2022	monthly charges for water pump	7008	\$11.51	<b>\$11.51</b>
<b>AutoPay</b>						
			Alderman			
			Alderman			



## CITY OF TWIN OAKS POLICE ACTIVITY REPORT November 2022

Radio CFS: 27

Self Initiated Assignments: 69

Police Reports Written: 13

Total Traffic Stops: 18

### Arrests:

Felony 0

Misdemeanor 1

Summons (Arrest Notification) 0

### Auto Accidents:

Injury 0

Non Injury 8

Locations: (4) MO Hwy 141 and Big Bend Rd, Meramec Station Rd and Big Bend Rd,  
1393 Big Bend Rd, 1144 Meramec Station Rd, 859 Meramec Station Rd

Crimes Reported: 2 (Larceny at 1393 Big Bend Rd)

Patrol Bicycle Program: 8.30 hours



**CITY OF  
TWIN OAKS, MISSOURI**

**MONTHLY OPERATING  
FINANCIAL STATEMENTS**

**AS OF AND FOR THE ELEVEN  
MONTHS ENDED NOVEMBER 30,  
2022 AND NOVEMBER 30, 2021**

# City of Twin Oaks

## Balance Sheet

### ASSETS

3-115 Enterprise Bank - Sewer Lateral 5757  
 4-113 US Bank Trust Account  
 9-100 Petty Cash  
 9-111 Meramec Money Market  
 9-112.1 Enterprise Bank- General Checking 5732  
 9-112.2 Enterprise Bank - Reserve Fund MMA 5740  
 9-112.3 Enterprise Bank - Special Account 5765  
 9-112.4 Enterprise Bank - Debt Service Retirement 6108  
 9-116 US Bank Municipal Court Receipting Account  
 9-122.2 CD Meramec Valley .5987 9/8/19  
 9-128 Escrow Deposits Payable  
 9-129 Accrued Interest

#### Total Bank Accounts

9-130 Accounts Receivable  
 1-180 Taxes Receivable - Road  
 2-144 Prepaid Expenses  
 2-180 Taxes Receivable - Park  
 3-180 Taxes Receivable - Sewer Lateral  
 4-180 Taxes Receivable - CI  
 9-144 Prepaid Items  
 9-180 Taxes Receivable - GF  
 9-180.1 Deferred Property Taxes Receivable

#### TOTAL ASSETS

### LIABILITIES AND FUND BALANCE

#### Liabilities

9-200 Accounts Payable  
 9-210 MVB Credit MasterCard  
 9-210.1 Enterprise Bank Credit Card  
 1-201 Accounts Payable - Cap Improve  
 1-281.1 Deferred property tax revenue - Negative Receipt  
 2-201 Accounts Payable - Parks  
 2-240 Park Reservation Deposits  
 9-201 Accounts Payable - GF  
 9-233 LAGER Liability  
 9-239 Accrued Payroll  
 9-240 Community Room Deposits  
 9-281 Deferred property tax revenue-Annual Assesment  
 9-281.1 Deferred property tax revenue-Negative Receipts  
 9-283 Deferred Income - ARPA Grant

#### Total Liabilities

#### Fund Balances

1-301 Road Fund Balance  
 2-301 Park & Storm Fund Balance  
 3-301 Sewer Lateral Fund Balance  
 4-301 Cap Impr Fund Balance  
 9-301 General Fund Balance  
 9-302 General Fund - Debt Sinking Fund  
 9-390 Retained Earnings  
 Net Revenues and Changes in Fund Balances

#### Total Fund Balances

#### TOTAL LIABILITIES AND FUND BALANCES

NOVEMBER 30,	
2022	2021
\$ 36,409	\$ 37,904
136	136
100	100
-	10,491
43,053	56,323
1,423,343	781,268
59,883	59,841
-	191,745
-	116,229
(5,000)	(5,000)
88	88
1,558,012	1,249,125
75	75
9,554	13,736
-	5,000
48,839	44,403
1,069	1,512
41,513	45,343
7,400	6,916
149,865	137,436
5,998	5,998
<u>\$ 1,823,326</u>	<u>\$ 1,509,543</u>
\$ 28,631	\$ 36,931
191	191
4,696	523
659	5,341
-	600
6,274	5,174
1,150	1,400
4,731	14,605
752	(3,223)
8,952	8,883
915	570
5,998	5,998
-	2,937
385	39,954
63,334	119,884
591	591
262,946	262,946
65,448	65,448
590,701	590,701
517,744	326,023
-	191,721
152,007	5
170,554	(47,777)
1,759,991	1,389,658
<u>\$ 1,823,326</u>	<u>\$ 1,509,543</u>

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

	NOVEMBER 30, 2022								NOVEMBER 30, 2021		
	Sewer	CIST	Road	Parks	General	Total	Budget	% Bdgt	Actual	DIFFERENCE FAV / (UNFAV)	
										Amount	%
<b>REVENUES RECEIVED</b>											
Sales Taxes	\$ -	\$ 239,836	\$ -	\$ 282,160	\$ 492,466	\$ 1,014,462	\$ 978,100	104 %	\$ 836,985	\$ 177,477	21 %
Property Taxes	-	-	9,062	-	30,710	39,772	69,600	57 %	49,567	(9,796)	(20)%
Intergovernmental Taxes	-	-	11,409	-	15,895	27,304	27,400	100 %	25,409	1,895	7 %
Licenses, Permits & Fees	1,192	-	-	-	110,773	111,965	106,200	105 %	107,035	4,930	5 %
Grants	-	-	-	-	-	-	40,000	-	-	-	-
Miscellaneous Revenue	-	-	-	3,400	41,115	44,515	6,000	742 %	5,496	39,019	710 %
Interest Income	66	-	-	-	3,574	3,640	500	728 %	1,455	2,185	150 %
	1,258	239,836	20,471	285,560	694,533	1,241,658	1,227,800	101 %	1,025,947	215,710	21 %
<b>EXPENDITURES PAID</b>											
Personnel Services	-	-	48,106	32,767	154,137	235,009	273,400	86 %	230,239	(4,770)	(2)%
Administrative	-	-	-	-	108,624	108,624	118,800	91 %	101,013	(7,611)	(8)%
Operating	6,470	-	78,725	95,819	72,022	253,036	260,100	97 %	242,058	(10,978)	(5)%
Contractual	-	-	-	-	66,966	66,966	85,000	79 %	78,467	11,501	15 %
Police	-	-	-	-	130,319	130,319	140,900	92 %	126,202	(4,117)	(3)%
Lease	-	-	-	200	-	200	-	-	-	(200)	-
Repairs and Maintenance	-	-	14,482	28,320	-	42,802	51,000	84 %	53,898	11,096	21 %
Debt Service	-	142,786	-	-	-	142,786	142,800	100 %	142,786	-	-
Capital additions											
Stormwater	-	-	-	-	-	-	-	-	3,551	3,551	100 %
Other	-	4,416	34,844	50,809	-	90,069	100,500	90 %	95,510	5,441	6 %
Total	6,470	147,202	176,156	207,916	533,360	1,071,103	1,172,500	91 %	1,073,724	2,621	0 %
Excess (deficiency) of revenues over (under) expenditures	(5,212)	92,634	(155,685)	77,644	161,173	170,554	55,300	308 %	(47,777)	218,331	(457)%
<b>OTHER SOURCES(USES) OF FUND</b>											
Transfers	-	(24,685)	155,685	(52,400)	(78,600)	-	-		-	-	
<b>CHANGE IN FUND BALANCES</b>	(5,212)	67,949	(0)	25,244	82,573	170,554	55,300	308 %	(47,777)	\$ 218,331	(457)%
<b>FUND BALANCES -</b>											
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	\$ 44,216	\$ 726,559	\$ 3,546	\$ 352,995	\$ 632,660	\$ 1,759,976	\$ 1,644,722		\$ 1,389,649		
<b>CHANGE IN FUND BALANCE</b>											
Budget	300	43,800	-	21,500	(10,300)	55,300					
Actual Over/(Under) Budget	\$ (5,512)	\$ 24,149	\$ (0)	\$ 3,744	\$ 92,873	\$ 115,254					

**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
<b>REVENUES RECEIVED</b>						
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
<b>EXPENDITURES PAID</b>						
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
<b>OTHER SOURCES(USES) OF FUND BALANCE</b>						
Transfers	-	(53,500)	196,400	(57,200)	(85,700)	-
<b>CHANGE IN FUND BALANCE</b>	300	43,800	-	21,500	(10,300)	55,300
<b>FUND BALANCE -</b>						
Beginning of Year	49,428	658,610	3,546	327,751	550,087	1,589,422
End of Period	\$ 49,728	\$ 702,410	\$ 3,546	\$ 349,251	\$ 539,787	\$ 1,644,722
<b>CHANGE IN FUND BALANCE</b>						
Budget						
Actual Over/(Under) Budget						

# CITY OF TWIN OAKS, MISSOURI

## STATEMENTS OF REVENUES AND EXPENDITURES, FUND BALANCE AND CHANGE IN FUND BALANCE

ACTUAL - NOVEMBER 30, 2022						
	Sewer	CIST	Road	Parks	General	Total
<b>REVENUES RECEIVED</b>						
Sales Taxes	\$ -	\$ 239,836	\$ -	\$ 282,160	\$ 492,466	\$ 1,014,462
Property Taxes	-	-	9,062	-	30,710	39,772
Intergovernmental Taxes	-	-	11,409	-	15,895	27,304
Licenses, Permits & Fees	1,192	-	-	-	110,773	111,965
Grants	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	3,400	41,115	44,515
Interest Income	66	-	-	-	3,574	3,640
	1,258	239,836	20,471	285,560	694,533	1,241,658
<b>EXPENDITURES PAID</b>						
Court	-	-	-	-	1,292	1,292
Personnel Services	-	-	48,106	32,767	154,137	235,009
Administrative	-	-	-	-	108,624	108,624
Operating	6,470	-	78,725	95,819	72,022	253,036
Contractual	-	-	-	-	66,966	66,966
Police	-	-	-	-	130,319	130,319
Lease	-	-	-	200	-	200
Repairs and Maintenance	-	-	14,482	28,320	-	42,802
Debt Service	-	142,786	-	-	-	142,786
Capital additions						
Stormwater	-	-	-	-	-	-
Other	-	4,416	34,844	50,809	-	90,069
Total	6,470	147,202	176,156	207,916	532,068	1,069,811
Excess (deficiency) of revenues over (under) expenditures	(5,212)	92,634	(155,685)	77,644	162,465	171,846
<b>OTHER SOURCES(USES) OF FUND BALANCE</b>						
Transfers	-	-	-	-	-	-
<b>CHANGE IN FUND BALANCE</b>	(5,212)	92,634	(155,685)	77,644	162,465	171,846
<b>FUND BALANCE -</b>						
Beginning of Year	49,428	658,610	3,546	327,751	550,087	1,589,422
End of Period	\$ 44,216	\$ 751,244	\$ (152,139)	\$ 405,395	\$ 712,552	\$ 1,761,268
<b>CHANGE IN FUND BALANCE</b>						
Budget	300	43,800	-	21,500	(10,300)	55,300
Actual Over/(Under) Budget	(5,512)	48,834	(155,685)	56,144	172,765	116,546

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

ACTUAL - NOVEMBER 30, 2021						
	Sewer	CIST	Road	Parks	General	Total
<b>REVENUES RECEIVED</b>						
Sales Taxes	\$ -	\$ 199,549	\$ -	\$ 234,764	\$ 402,672	\$ 836,985
Property Taxes	-	-	13,968	-	35,599	49,567
Intergovernmental Taxes	-	-	9,585	-	15,824	25,409
Licenses, Permits & Fees	1,802	-	-	-	105,233	107,035
Grants	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	3,900	1,596	5,496
Interest Income	40	-	-	-	1,415	1,455
	1,842	199,549	23,553	238,664	562,339	1,025,947
<b>EXPENDITURES PAID</b>						
Court	-	-	-	-	-	-
Personnel Services	-	-	45,888	31,488	152,863	230,239
Administrative	-	-	-	-	101,013	101,013
Operating	20,943	-	78,635	70,773	71,707	242,058
Contractual	-	-	-	-	78,467	78,467
Police	-	-	-	-	126,202	126,202
Lease	-	-	-	-	-	-
Repairs and Maintenance	-	-	18,087	35,810	-	53,898
Debt Service	-	142,786	-	-	-	142,786
Capital additions						
Stormwater	-	-	-	3,551	-	3,551
Other	-	26,883	41,645	26,982	-	95,510
Total	20,943	169,669	184,255	168,605	530,252	1,073,724
Excess (deficiency) of revenues over (under) expenditures	(19,100)	29,880	(160,702)	70,059	32,087	(47,777)
<b>OTHER SOURCES(USES) OF FUND BALANCE</b>						
Transfers	-	-	-	-	-	-
<b>CHANGE IN FUND BALANCE</b>	(19,100)	29,880	(160,702)	70,059	32,087	(47,777)
<b>FUND BALANCE -</b>						
Beginning of Year	65,448	590,701	587	262,946	517,744	1,437,426
End of Period	\$ 46,348	\$ 620,581	\$ (160,115)	\$ 333,005	\$ 549,831	\$ 1,389,649
<b>CHANGE IN FUND BALANCE</b>						
Budget						
Actual Over/(Under) Budget						



**A RESOLUTION APPROVING CERTAIN RECURRING FINANCIAL OBLIGATIONS OF THE CITY FOR THE THIRTEEN MONTH PERIOD DECEMBER 2022 TO DECEMBER 2023.**

---

**WHEREAS**, by Resolution 109, the Board of Aldermen approved a policy that authorizes payment of certain expenses for the year if the City Clerk/Administrator submits to the Board of Aldermen a list of vendors/payees whose recurring fees or other prior approved remuneration ("Recurring Expense List") may be paid without further or formal motion and vote of the Board of Aldermen such expenses having been contractually agreed to or otherwise authorized by the Board of Aldermen and which, if approved, the Recurring Expense List shall continue in effect for a thirteen (13) month period or until modified or otherwise superseded by a new rendering approved by the Board; and

**WHEREAS**, the City Clerk/Administrator seeks to have the Recurring Expense List for 2022-23 authorized by the Board of Aldermen.

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

**Section 1:** The Board of Aldermen hereby approves the Recurring Expense List attached hereto as Exhibit A and incorporated herein by reference, without further or formal motion and vote of the Board of Aldermen, such expenses having been contractually agreed to or otherwise authorized by the Board of Aldermen.

**Section 2:** The Recurring Expense List shall continue in effect for a thirteen (13) month period (December 2023) or until modified or otherwise superseded by a substitute Recurring Expense List approved by the Board.

**Section 3.** This Resolution shall be effective upon its passage by the Board of Aldermen and execution by the Mayor.

THIS RESOLUTION WAS PASSED AND APPROVED THE 7<sup>th</sup> DAY OF DECEMBER 2022, BY THE BOARD OF ALDERMEN OF THE CITY OF TWIN OAKS, MISSOURI.

---

Russ Fortune, Mayor

Attest:

---

Frank Johnson, City Clerk

**Exhibit A**  
**Recurring Expense List 2022-23**

## Pre-Approved Bills List 2022-2023

Vendor/Payee	Amount	Automatic Deduction?	Description	Time Period
Adobe*	14.99	Y	Acrobat Pro subscription	Monthly
Ameren Missouri	Varies	Y	Intersection electric service	Monthly
Ameren Missouri	Varies	Y	Office electric service	Monthly
Ameren Missouri	Varies	Y	Park electric service	Monthly
Ameren Missouri	Varies	Y	Street Lights	Monthly
Ameren Missouri	Varies	Y	Bell Property	Monthly
Ameren Missouri	Varies	Y	50 Crescent-Water Pump	Monthly
Ameren Missouri	\$150.00	Y	Successor Report	Annually
Another Wild Goose Chase	\$160/week	N	Goose Control	As Billed
AT&T	\$95.00	Y	Internet	Monthly
AT&T	\$119.00	Y	Phone and Fax	Monthly
BFA Engineering	Varies	N	Engineering Services	Nov. 20222
Blume Accounting (Financial Adv.)	\$1,500.00	N	Financial Advisory Services	Quarterly
Board of Election Commissioners	Varies	N	Costs associated with elections	As billed
The Brain Mill	\$1,192.00	Y	IT Support and Telephone	Monthly
Cintas Fire Protection	\$299.00	N	Extinguisher inspection (3 units)	Annually
City of Des Peres (Lodge)	Per Ord.	N	Resident facility memberships	As billed
Cunningham, Vogel & Rost	Varies	N	Legal Services	Monthly
Davey Tree	\$10,800.00	N	Tree Removal	As Billed
Engelmeyer & Pezzani	Varies	N	Prosecuting Attorney services	
Fish Window Cleaning *	\$125-269	N	Window washing	Monthly
Gamma Tree	\$2,150	N	Tree Removal	As Billed
LAGERS	Varies	N	Staff benefit	Monthly
Marco	Varies	N	Contracted copier printing charges	Monthly
Missouri Lawyer's Media	Varies	N	Public notice publication	As billed
Missouri One-Call	Varies	N	Call before you dig	As billed
MO-Amer Water	Varies	Y	Intersection water service #1	Monthly
MO-Amer Water	Varies	Y	Intersection water service #2	Monthly
MO-Amer Water	Varies	Y	Park fire service	Monthly
MO-Amer Water	Varies	Y	Park water service	Monthly
MO-Amer Water	Varies	Y	Annual Park Hydrant	Monthly
MO-Amer Water	Varies	Y	Bell Property	Monthly
MO-Amer Water	Varies	Y	Town Hall	Monthly
MO-Amer Water	Varies	Y	Town Hall Irrigation	Monthly
MOCCFOA	\$16.00	N	Meeting/luncheon	As billed
MSD	Varies	N	Park sewer service	Monthly

## Pre-Approved Bills List 2022-2023

MSD	Varies	N	Sewer service (Bell Property)	Monthly
Neofunds by Neopost	Varies	N	Postage for machine	As billed
Neopost	\$274.08	N	Postage machine lease	Annually
Paylocity (Payroll)	Varies	N	Wages for Trustees & Employees	Bi-weekly
Petty Cash	Varies	N	Cash for office \$100 limit	As needed
Quick Books online*	\$85.00	N	Monthly Accounting System	Monthly
Riverchase (Fenton)	Per Ord.	N	Resident facility memberships	As billed
Spire	Varies	Y	City Office	Monthly
Spire	Varies	Y	Bell Property	Monthly
STL Holiday Lighting	\$2,910.00	N	Winter Lighting	Annually
St. Louis County Dept. of Health	Per Ord.	N	Mosquito control	Annually
St. Louis County Treasurer-Police	Per Ord.	N	Contracted police services	Monthly
St. Louis County Treasurer-Pub Wks	Per Ord.	N	Inspection services	As billed
Twin Oaks Presbyterian Church	\$100.00	N	Park lease	Annually
USR-DESCO	\$1,600.00	N	Yearly Common Area Maintenance	Annually
Verizon	\$241.92	N	Cell phone charges	Monthly
Visa	Varies	N	Credit card purchases	
Waste Management	Per Ord.	Y	Contracted trash/recycling service	Monthly
Zoom Web Conferencing*	\$14.99	Y		Monthly
				Monthly
* Currently billed on the Visa credit card				

RESOLUTION NO. 2022-30

**A RESOLUTION OF THE TWIN OAKS BOARD OF ALDERMEN APPROVING  
AN AGREEMENT WITH CROWN'S AND CURBS FOR STREET SWEEPING  
SERVICES.**

---

**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 for services relating to the sweeping of subdivision streets for areas throughout the city for a total cost of \$1,375.00, 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 7<sup>th</sup> DAY OF DECEMBER 2022, BY THE BOARD OF ALDERMEN OF THE CITY OF TWIN OAKS, MISSOURI.

---

Russ Fortune, Mayor

Attest:

---

Frank Johnson, City Clerk/Administrator

## Exhibit 1

## **Twin Oaks, Missouri**

### **CONTRACTOR SERVICES CONTRACT**

THIS AGREEMENT, made and effective as of \_\_\_\_\_, by and between the **City of Twin Oaks, Missouri**, a municipal corporation hereinafter referred to as the "City," and **Crown's and Curbs**, a Missouri corporation, hereinafter referred to as "Contractor," with a business mailing address of 1411 N. Watson Rd., St. Louis, MO 63132.

WHEREAS, the Contractor provided the City with the proposal, attached hereto as **Exhibit A** and incorporated herein by reference, for the sweeping of subdivision streets in the City of Twin Oaks, as described on Exhibit A (the "Proposal"), and the City wishes to engage the Contractor as provider of those services to the City, in accordance with the terms of this Agreement;

WITNESSETH: That the parties hereto for the considerations hereinafter set forth agree as follows:

#### **I. SCOPE OF SERVICES**

Contractor's services are necessary for the following Project of City: *Citywide Street Sweeping*.

Except as expressly specified herein, Contractor hereby agrees to provide the expertise, supplies, supervision, labor, skill, materials, equipment, and apparatus to perform all the services and do all the things necessary for the proper completion of the scope of services for the Project listed above and as more particularly described in the attached **Exhibit A**. The specific areas to receive the street sweeping are detailed in the map included as part of Exhibit A.

The above-referenced services (hereinafter referred to as the "Work") shall be provided by the Contractor in accordance with all the provisions of the Proposal and the attached **Twin Oaks General Conditions** which are incorporated herein by reference, and the terms of the General Conditions shall prevail over any conflicting terms that may otherwise be adopted herein as part of any attachment, including the Proposal. If there is any conflict between the City's General Conditions (attached hereto and incorporated herein by reference) and the Proposal, this Agreement and its General Conditions shall prevail.

#### **II. COMPENSATION**

Upon completion of the Work to the satisfaction of the City, and within thirty days (30) days of final written invoice by the Contractor, the City hereby agrees to pay the Contractor an amount not to exceed \$1,375.00 for the Work as set forth in the Proposal as full compensation for the complete and satisfactory performance of the Work.

#### **III. TIME AND MANNER OF PAYMENTS**

All invoices complete with necessary support documentation shall be submitted to the City and payment shall be made by City within thirty (30) days of receipt of an invoice received after satisfactory performance of the Work for the fees, prices, rates, or schedule of values set forth below.

#### **IV. CONTRACT SCHEDULE**

Time is of the essence. The Work shall be commenced on \_\_\_\_\_, and shall be completed in a reasonable manner no later than \_\_\_\_\_. Failure to complete the Work by the completion date shall result in a reduction in the amount due to the Contractor under this Contract in the

amount of \$100.00 per day as liquated damages, herein acknowledged to be reasonable compensation for such delay, in addition to any other remedy that the City may have hereunder.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement as of the effective date of Contract first above written.

**CROWN'S AND CURBS**

By \_\_\_\_\_

Title\_\_\_\_\_

DATED:\_\_\_\_\_

**CITY OF TWIN OAKS**

By \_\_\_\_\_

Title \_\_\_\_\_

DATED:\_\_\_\_\_

ATTEST: \_\_\_\_\_

City Clerk



## GENERAL CONDITIONS

### CITY OF TWIN OAKS, MISSOURI CONTRACTOR SERVICES AGREEMENT

**Independent Contractor.** The Contractor shall be and operate as an independent contractor in the performance of this Contract. The Contractor shall have complete charge of the personnel engaged in the performance of the Work, and all persons employed by the Contractor shall be employees of said Contractor and not employees of the City in any respect.

**Compliance with Laws.** The Contractor shall comply with all applicable City ordinances and other laws and regulations, Federal, State, and any political subdivision thereof, including but not limited to, unemployment and workers' compensation, occupational safety, equal employment and affirmative action and wage and price laws insofar as applicable to the performance of the Contract. Specifically, Contractor shall comply with the following state law requirements:

- *Proof of Lawful Presence.* Section 208.009 RSMo., requires that all applicants *at the time of application* for any contract provided by a local government provide "affirmative proof that the applicant is a citizen or a permanent resident of the United States or is lawfully present in the United States." Contractor's affirmative proof must be established through (i) a Missouri driver's license, (ii) any "documentary evidence recognized by the department of revenue when processing an application for a driver's license," or (iii) "any document issued by the federal government that confirms an alien's lawful presence in the United States." §208.009.3.

**Subcontracts.** The Contractor shall not subcontract any of the Work to be performed by it hereunder without the express written consent of the City. In addition, this Contract shall not be assigned by the Contractor.

**Indemnification.** To the fullest extent permitted by law, the Contractor agrees to defend with counsel selected by the City, and indemnify and hold harmless the City, its officers, engineers, representatives, agents and employees from and against any and all liabilities, damages, losses, claims or suits, including costs and attorneys' fees, for or on account of any kind of injury to person, bodily or otherwise, or death, or damage to or destruction of property, or any other circumstances, sustained by the City or others, arising from Contractor's breach of the Contract or out of services and operations performed hereunder by the Contractor, including the City's reliance on or use of the services or products provided by the Contractor under the terms of this agreement. The Contractor shall not be liable for any loss or damage attributable solely to the negligence of the City. To the extent required by law to enforce this provision, Contractor agrees that this indemnification requires Contractor to obtain insurance in amounts specified herein and that Contractor has had the opportunity to recover the costs of such insurance in the Compensation set forth in this Agreement.

**Insurance.** Contractor shall furnish the City the certificates of insurance for workers' compensation, public liability, and property damage, including automobile coverage in the amounts specified by the City in the request for proposals, if any, otherwise in the amounts stated on Exhibit B, but unless otherwise provided shall be no less than the maximum amounts of liability set forth in Chapter 537.610 RSMo., applicable to political subdivisions. The policies of insurance shall be in such form and shall be issued by such company or companies as may be satisfactory to the City. The City, and such additional persons and entities as may be deemed to have an exposure to liability as a result of the performance of the Contractor's work, as determined by the City, shall be named as additional insured and the applicable insurer shall owe the City a duty of defense on all insurance policies required hereunder. The Contractor shall provide an Additional Insured Endorsement to the City that shall be approved by the City prior to commencement of any Work.

In addition to the foregoing, the Contractor shall maintain Professional Liability "errors and omissions" insurance in the form for the coverages satisfactory to City as indicated in the request for proposals, if any, otherwise as stated on attached Exhibit B, if any, but in no event less than the maximum amounts of liability set forth in Chapter 537.610 RSMo. applicable to political subdivisions. The City and Contractor waive all rights against each other for damages caused by fire or other perils to the extent covered by Builder's Risk or any other property insurance, except such rights as they may have to the proceeds of such insurance; provided that nothing herein shall be deemed a waiver of the City's sovereign immunity relative to any claim against the City.

**Nondisclosure.** The Contractor agrees that it will not divulge to third parties without the written consent of the City any information obtained from or through the City in connection with the performance of this Contract. Nothing herein shall preclude disclosure of information by the City.

**Changes.** No change in this Contract shall be made except in writing prior to the change in the Work or terms being performed. The Contractor shall make any and all changes in the Work without invalidating this Contract when specifically ordered to do so in writing by the City. The Contractor, prior to the commencement of such changed or revised Work, shall submit promptly to the City, a written cost or credit proposal for such revised Work. If the City and Contractor shall not be able to agree as to the amount, either in consideration of time or money to be allowed or deducted, it shall nevertheless be the duty of Contractor, upon written notice from the City, to immediately proceed with such alteration or change, and Contractor shall be compensated the reasonable value of such Work. **No Work or change shall be undertaken or compensated for without prior written authorization from the City.**

**Termination.** The City shall have the right to terminate the Contract at any time for any reason by giving the Contractor written notice to such effect. The City shall pay to the Contractor in full satisfaction and discharge of all amounts owing to the Contractor under the Contract an amount equal to the cost of all Work performed by the Contractor up to such termination date, less all amounts previously paid to the Contractor on account of the

Contract Price. The Contractor shall submit to the City its statement for the aforesaid amount, in such reasonable detail as the City shall request, within thirty (30) days after such date of termination. The City shall not be liable to the Contractor for any damages on account of such termination for loss of anticipated future profits with respect to the remainder of the Work.

**Multi-year contracts; Non-appropriation.** Notwithstanding any provision herein to the contrary, the City is obligated only to make the payments set forth in the attached Contract as may lawfully be made from funds budgeted and appropriated for that purpose during the City's then current fiscal year at the discretion of the City. If no funds are appropriated or otherwise made legally available to make the required payments for this Agreement during the next occurring fiscal year (an "Event of Nonappropriation"), this Agreement will terminate at the end of the then current fiscal year as if terminated expressly. The failure or inability of the City to appropriate funds for this Agreement in any subsequent fiscal year shall not be deemed a breach of this Agreement by any party. If applicable, this Agreement may be annually renewed at each fiscal year by inclusion of specific appropriation for this Agreement, from year to year not to exceed the maximum renewal period or term as set forth in the Agreement.

**Accounting.** During the period of this Contract, the Contractor shall maintain books of accounts of its expenses and charges in connection with this Contract in accordance with generally accepted accounting principles and practices. The City shall at reasonable times have access to these books and accounts to the extent required to verify all invoices submitted hereunder by the Contractor.

**Correction Period.** Contractor hereby expressly guarantees the aforesaid Work as to workmanship and quality of materials used in connection herewith for a term of one (1) year, commencing on the date of final acceptance by the City, and binds itself, its successors or assigns, to make all repairs or replacements which may become necessary within said period due to construction defects and nonconformity with the City specifications or contract. The Contractor warrants to the City that all materials and equipment furnished under the Contract and incorporated in the Work will be new unless otherwise specified, and that all Work will be of good quality, free from faults and defects and in conformance with the Contract. The Contractor's general warranty and any additional or special warranties are not limited by the Contractor's obligations to specifically correct defective or nonconforming Work as set forth herein, nor are they limited by any other remedies provided in the Contract.

**Request for Proposals.** If the City issued a request for proposals in connection with the Work, such request for proposals and the proposal of the Contractor in response thereto are incorporated herein by reference and made a part of this Contract. In case of any conflicts between the request for proposals and the executed Contractor Services Contract or proposal of the Contractor, the requirements of the City's Request for Proposal and this executed Contract shall control and supersede unless a change thereto is specifically stated in this Contract (including **Exhibit A**, "Scope of Work").

**Project Records and Work Product.** The Contractor shall provide the City with copies of all documents pertinent to the Work which shall include, without limitation, reports, correspondence, meeting minutes, and originals of all deliverables. The City shall own all right, title and interest, including without limitations, all copyrights and intellectual property rights, to all documents and Work Product of the Contractor created in performance of or relating to this Contract. Contractor agrees to take all steps reasonably requested by the City to evidence, maintain, and defend the City's ownership rights in the Work Product.

**Site Operations.** Where appropriate, the City will arrange for right of entry to any property at the request of the Contractor for the purpose of performing studies, tests and evaluations in connection with the Work.

**Personnel.** The Work shall be performed exclusively by the personnel of the Contractor identified in the Contractor's proposal and no other personnel of the Contractor shall perform any of the Work without the express written approval of the City.

**Representations.** Contractor agrees that it has not relied on any representations or warranties of the City, oral or written, other than expressly identified in this Contract. The parties agree the Contract represents the entire agreement between the parties.

**Governing/Choice of Law.** This Agreement shall be governed by and construed and interpreted in accordance with the internal laws of the State of Missouri, without regard to its principles of conflict of laws.

**Other Special Provisions.** There are no additional special provisions set forth in the Contractor Services Agreement.

## EXHIBIT A - Proposal



Frank Johnson &lt;fjohnson@cityoftwinoaks.com&gt;

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**Street Sweeping for Twin Oaks**

---

**Ken Hohlt Sr Crowns and Curbs** <kensr@crownsandcurbs.com>  
To: Frank Johnson <fjohnson@cityoftwinoaks.com>

Thu, Mar 31, 2022 at 3:14 PM

## *Crown's and Curbs Inc.*

1411 North Warson Road

St. Louis County, Missouri 63132

Phone 1-314-645-8844

Fax 1-314-645-6144

Mr. Frank Johnson, thanks for the contact.

We did last sweep in December of 2020 so your right, overdue.

We can work it in next week if that's ok with you.

If the streets are the same then the fee should be \$1185.00

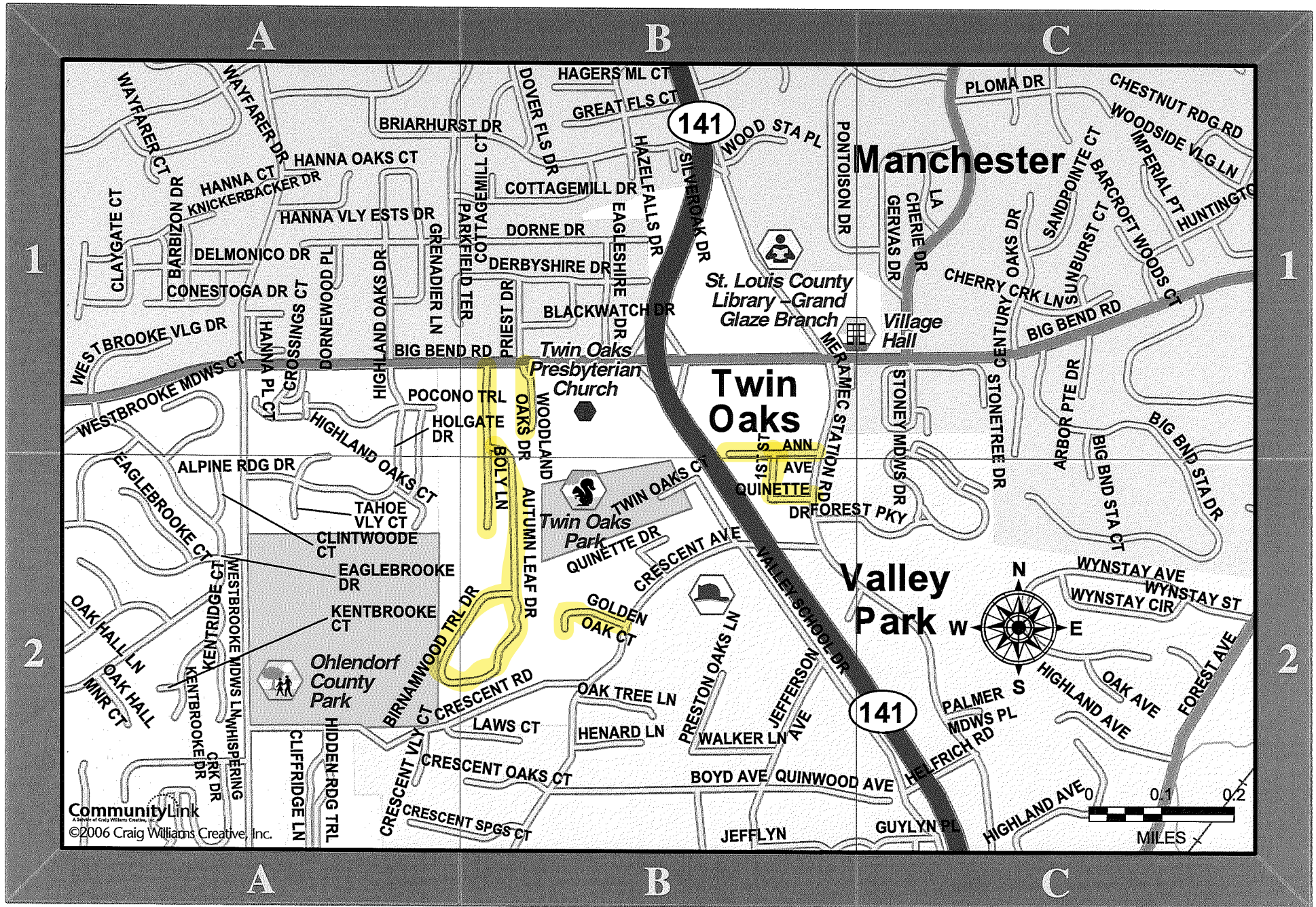
Plus up to 4 cubic yard of landfill disposal charge of \$190.00

Look Forward to working with you.

Ken Hohlt sr.      March 31, 2022    3:13pm CDT.

[Quoted text hidden]





# STREET INDEX

1st St . . . . . B2  
 Ann Ave . . . . . B1  
 Autumn Leaf Dr . . . B1  
 Birnamwood Trl Dr . . A2

Boly Ln . . . . . B1  
 Crescent Ave. . . . . B2  
 Crescent Rd . . . . . A2  
 Golden Oak Ct . . . . B2

Meramec Station Rd . B1  
 Quinette Dr . . . . . B2  
 Twin Oaks Ct . . . . . B2  
 Woodland Oaks Dr . . A1

## **Exhibit B Insurance**

Unless otherwise instructed in writing by the City, the Contractor shall obtain and maintain during the term of the Project and the Contractor Services Contract the insurance coverages at least equal to the coverages below, and as further provided in the General Conditions, but no event less than the individual and combined sovereign immunity limits established by Section 537.610 R.S.Mo. Insurance policies providing required coverages shall be with companies licensed to do business in the State of Missouri and rated no less than AA by Best or equivalent. All costs of obtaining and maintaining insurance coverages are included in the proposal and no additional payment will be made therefor by the City.

Comprehensive General Liability Insurance (including coverage for Bodily Injury and Property Damage)	\$435,849 per occurrence \$2,905,664 aggregate
Comprehensive Automobile Liability Insurance (including coverage for Bodily Injury and Property Damage)	\$435,849 per occurrence \$2,905,664 aggregate

In addition, the Contractor and all subcontractors shall provide Worker's Compensation Insurance in at least statutory amounts for all workers employed at the Project site. Unless instructed otherwise, the Contractor shall also provide a policy of Builder's Risk Insurance in the amount of 100% of the complete insurable value of the Project, which policy shall protect the Contractor and the City, as their respective interests shall appear. Before commencing any work, the Contractor shall provide to the City certificates of insurance evidencing the issuance and maintenance in force of the coverages required by this Exhibit D. Each such certificate shall show the City, and such other governmental agencies as may be required by the City to be insured by underlying grant or contract relating to the Project, as an additional insured, and shall bear an endorsement precluding cancellation of or change in coverage without at least thirty (30) days written notice to the City. Any self-insurance or deductible above \$50,000.00 is not permitted.

The City may waive any insurance coverages or amounts required by this Exhibit when the City deems such waiver may be in the interest of the public health, safety, and general welfare.

**AN ORDINANCE APPROVING AND ADOPTING A BUDGET FOR THE  
2023 FISCAL YEAR**

---

WHEREAS, in accordance with the statutes of the state of Missouri, the City Clerk did prepare and present to the Board of Aldermen of the City of Twin Oaks a proposed operating budget and budget message for the fiscal year 2023; and,

WHEREAS, the City Clerk has caused to be posted a notice stating, a) the times and place where copies of the proposed operating budget was available for inspection by the public; and b) the time and place for a public hearing on the proposed budget; and,

WHEREAS, said public hearing was then held at the Twin Oaks City Hall on the 16<sup>th</sup> day of November 2022.

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

**Section 1.** Pursuant to the provisions contained in Section 67.010 R.S.Mo., the Board of Aldermen of the City of Twin Oaks hereby adopts the operating budget of the City of Twin Oaks, Missouri, for the fiscal year beginning January 1, 2023 and ending December 31, 2023, a copy of which is attached hereto as Exhibit “A” and made a part hereof as if more fully set out herein (hereinafter, the “Budget”). The Budget Forecast shall be considered part of the Budget; it shall also be construed to supplement, modify and amend the prior year’s budget for the fiscal year ending December 31, 2022, where appropriate.

**Section 2.** From the effective date of January 1, 2023, the amounts stated in said budget as proposed expenditures for fiscal year 2023 shall become appropriated to the several offices, departments, and agencies for the various functions and activities specified in the budget.

**Section 3.** A copy of this Budget, as finally adopted, shall be certified by the City Clerk, and filed in the office of the City Clerk; and the operating budget so ratified shall be printed or otherwise reproduced, and sufficient copies shall be made available for the use of all offices, departments, and agencies of the City, and for interested citizens and civic organizations.



**Section 4.** 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 7th DAY OF DECEMBER, 2022.

---

Russ Fortune, Mayor

Attest:

---

Frank Johnson, City Clerk/Administrator





**CITY OF  
TWIN OAKS, MISSOURI**

**ANNUAL OPERATING BUDGET**

**FOR THE FISCAL YEAR ENDING  
DECEMBER 31, 2023**

**CITY OF TWIN OAKS, MISSOURI**  
**ANNUAL OPERATING BUDGET**  
**FOR THE FISCAL YEAR ENDING DECEMBER 31, 2023**

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# CITY OF TWIN OAKS, MISSOURI

## CONSOLIDATED STATEMENTS OF

### REVENUES, EXPENSES AND FUND BALANCES

#### FOR THE THREE FISCAL YEARS ENDING DECEMBER 31, 2023

	ACTUAL 2021	FORECAST 2022	DIFFERENCE FAV / (UNFAV)		BUDGET 2023	DIFFERENCE FAV / (UNFAV)	
			AMOUNT	PERCENT		AMOUNT	PERCENT
<b>REVENUES</b>							
Sales and Use Taxes	\$ 1,031,441	\$ 1,137,600	\$ 106,159	10.3 %	\$ 1,201,100	\$ 63,500	5.6 %
Property Taxes	62,706	52,900	(9,806)	(15.6)%	54,900	2,000	3.8 %
Intergovernmental Taxes	27,989	26,900	(1,089)	(3.9)%	26,700	(200)	(0.7)%
Licenses, Permits & Fees	111,090	118,100	7,010	6.3 %	123,700	5,600	4.7 %
Grants	39,954	40,400	446	1.1 %	-	(40,400)	(100.0)%
Miscellaneous Revenue	5,652	4,000	(1,652)	(29.2)%	4,100	100	2.5 %
Interest Income	1,674	2,900	1,226	73.2 %	2,900	-	-
Total	1,280,506	1,382,800	102,294	8.0 %	1,413,400	30,600	2.2 %
<b>EXPENSES</b>							
Personnel Services	248,151	271,100	(22,949)	(9.2)%	285,600	(14,500)	(5.3)%
Administrative	112,543	128,200	(15,657)	(13.9)%	124,800	3,400	2.7 %
Operating	257,131	272,340	(15,209)	(5.9)%	279,500	(7,160)	(2.6)%
Contractual	75,533	75,800	(267)	(0.4)%	70,000	5,800	7.7 %
Police	137,675	141,100	(3,425)	(2.5)%	148,200	(7,100)	(5.0)%
Repairs and Maintenance	58,596	60,200	(1,604)	(2.7)%	58,600	1,600	2.7 %
Debt Service	142,786	142,900	(114)	(0.1)%	142,900	-	-
Capital additions							
Stormwater	3,506	10,800	(7,294)	(208.0)%	2,500	8,300	76.9 %
Other	92,588	155,700	(63,112)	(68.2)%	548,600	(392,900)	(252.3)%
Total	1,128,509	1,258,140	(129,631)	(11.5)%	1,660,700	(402,560)	(32.0)%
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES AND CHANGES IN FUND BALANCE -</b>							
Beginning of Year	1,437,425	1,589,422	151,997	10.6 %	1,714,082	124,660	7.8 %
End of Year	\$ 1,589,422	\$ 1,714,082	\$ 124,660	7.8 %	\$ 1,512,982	\$ (201,100)	(11.7)%

**CITY OF TWIN OAKS, MISSOURI**  
**BUDGETED CONSOLIDATING STATEMENTS OF**  
**REVENUES, EXPENSES AND FUND BALANCES**  
**FOR THE FISCAL YEAR ENDING DECEMBER 31, 2023**

	FUND NAME					
	Sewer	Capital Improve-ments	Road	Park and Stormwater	General	Total
<b>REVENUES</b>						
Sales and Use Taxes	\$ -	\$ 283,000	\$ -	\$ 332,900	\$ 585,200	\$ 1,201,100
Property Taxes	-	-	14,400	-	40,500	54,900
Intergovernmental Taxes	-	-	12,000	-	14,700	26,700
Licenses, Permits & Fees	3,900	-	-	-	119,800	123,700
Grants	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	3,300	800	4,100
Interest Income	100	1,100	-	800	900	2,900
	4,000	284,100	26,400	337,000	761,900	1,413,400
<b>EXPENSES</b>						
Personnel Services	-	-	58,600	39,600	187,400	285,600
Administrative	-	-	-	-	124,800	124,800
Operating	4,000	-	94,900	95,100	85,500	279,500
Contractual	-	-	-	-	70,000	70,000
Police	-	-	-	-	148,200	148,200
Repairs and Maintenance	-	-	18,500	40,100	-	58,600
Debt Service		142,900				142,900
Capital additions						
Stormwater	-	-	-	2,500	-	2,500
Other	-	-	460,600	88,000	-	548,600
Total	4,000	142,900	632,600	265,300	615,900	1,660,700
Excess (deficiency) of revenues over (under) expenditures	-	141,200	(606,200)	71,700	146,000	(247,300)
<b>OTHER SOURCES (USES) OF FUNDS</b>						
Transfers	-	(417,100)	606,200	(57,200)	(85,700)	46,200
<b>CHANGES IN FUND BALANCES</b>						
<b>FUND BALANCE -</b>						
Beginning of Year	46,228	702,210	2,046	348,911	614,687	1,714,082
End of Year	\$ 46,228	\$ 426,310	\$ 2,046	\$ 363,411	\$ 674,987	\$ 1,512,982

**CITY OF TWIN OAKS, MISSOURI**  
**FORECASTED CONSOLIDATING STATEMENTS OF**  
**REVENUES, EXPENSES AND FUND BALANCE**  
**FOR THE FISCAL YEAR ENDING DECEMBER 31, 2022**

	FUND NAME					
	Sewer	Capital Improve-ments	Road	Park and Stormwater	General	Total
<b>REVENUES</b>						
Sales and Use Taxes	\$ -	\$ 272,100	\$ -	\$ 320,100	\$ 545,400	\$ 1,137,600
Property Taxes	-	-	14,400	-	38,500	52,900
Intergovernmental Taxes	-	-	12,100	-	14,800	26,900
Licenses, Permits & Fees	3,900	-	-	-	114,200	118,100
Grants	-	-	-	-	40,400	40,400
Miscellaneous Revenue	-	-	-	3,200	800	4,000
Interest Income	100	1,100	-	800	900	2,900
	4,000	273,200	26,500	324,100	755,000	1,382,800
<b>EXPENSES</b>						
Personnel Services	-	-	55,800	37,700	177,600	271,100
Administrative	-	-	-	-	128,200	128,200
Operating	7,200	-	87,500	95,640	82,000	272,340
Contractual	-	-	-	-	75,800	75,800
Police	-	-	-	-	141,100	141,100
Repairs and Maintenance	-	-	9,000	51,200	-	60,200
Debt Service		142,900				142,900
Capital additions						
Stormwater	-	-	-	10,800	-	10,800
Other	-	4,600	100,700	50,400	-	155,700
Total	7,200	147,500	253,000	245,740	604,700	1,258,140
Excess (deficiency) of revenues over (under) expenditures	(3,200)	125,700	(226,500)	78,360	150,300	124,660
<b>OTHER SOURCES (USES) OF FUNDS</b>						
Transfers	-	(82,100)	225,000	(57,200)	(85,700)	-
<b>CHANGES IN FUND BALANCES</b>	(3,200)	43,600	(1,500)	21,160	64,600	124,660
<b>FUND BALANCE -</b>						
Beginning of Year	49,428	658,610	3,546	327,751	550,087	1,589,422
End of Year	\$ 46,228	\$ 702,210	\$ 2,046	\$ 348,911	\$ 614,687	\$ 1,714,082

**CITY OF TWIN OAKS, MISSOURI**  
**CONSOLIDATING STATEMENTS OF**  
**REVENUES, EXPENSES AND FUND BALANCES**  
**FOR THE FISCAL YEAR ENDED DECEMBER 31, 2021**

	FUND NAME					
	Sewer	Capital Improve-ments	Road	Park and Stormwater	General	Total
<b>REVENUES</b>						
Sales and Use Taxes	\$ -	\$ 248,598	\$ -	\$ 301,410	\$ 481,433	\$ 1,031,441
Property Taxes	-	-	21,437	-	41,269	62,706
Intergovernmental Taxes	-	-	10,745	-	17,244	27,989
Licenses, Permits & Fees	4,879	-	-	-	106,211	111,090
Grants	-	-	-	-	39,954	39,954
Miscellaneous Revenue	-	-	-	3,900	1,752	5,652
Interest Income	44	-	-	-	1,630	1,674
	4,923	248,598	32,182	305,310	689,493	1,280,506
<b>EXPENSES</b>						
Personnel Services	-	-	50,243	34,391	163,517	248,151
Administrative	-	-	-	-	112,543	112,543
Operating	20,943	-	78,078	76,661	81,449	257,131
Contractual	-	-	-	-	75,533	75,533
Police	-	-	-	-	137,675	137,675
Repairs and Maintenance	-	-	15,391	43,205	-	58,596
Debt Service		142,786				142,786
Capital additions						
Stormwater	-	-	-	3,506	-	3,506
Other	-	26,883	38,723	26,982	-	92,588
Total	20,943	169,669	182,435	184,745	570,717	1,128,509
Excess (deficiency) of revenues over (under) expenditures	(16,020)	78,929	(150,253)	120,565	118,776	151,997
<b>OTHER SOURCES (USES) OF FUNDS</b>						
Transfers	-	(11,020)	153,920	(57,200)	(85,700)	-
<b>CHANGES IN FUND BALANCES</b>	(16,020)	67,909	3,667	63,365	33,076	151,997
<b>FUND BALANCE -</b>						
Beginning of Year	65,448	590,701	(121)	264,386	517,011	1,437,425
End of Year	\$ 49,428	\$ 658,610	\$ 3,546	\$ 327,751	\$ 550,087	\$ 1,589,422

**CITY OF TWIN OAKS, MISSOURI -  
GENERAL FUND  
STATEMENTS OF REVENUES, EXPENSES AND FUND BALANCES  
FOR THE SEVEN FISCAL YEARS ENDING DECEMBER 31, 2023**

	ACTUAL					BUDGET	FCAST	BUDGET
	2017	2018	2019	2020	2021	2022	2022	2023
<b>REVENUES</b>								
<b>Sales and Use Taxes</b>								
Sales Tax One Cent	\$ 305,725	\$ 268,144	\$ 338,915	\$ 290,549	\$ 334,827	\$ 321,500	\$ 376,100	\$ 391,100
Local Option 1/4 cent	140,982	126,808	125,405	112,473	123,834	121,200	130,700	135,900
SL County Prop P Sales Tax	4,723	21,352	21,793	20,160	22,772	24,800	26,300	27,400
Use Tax	-	-	-	-	-	-	12,300	30,800
Total	451,430	416,304	486,113	423,182	481,433	467,500	545,400	585,200
<b>Property Taxes</b>								
Property Tax (Commercial)	24,098	28,460	19,196	51,025	40,498	46,100	34,900	36,900
Financial Institution Tax	454	-	-	-	240	200	3,100	3,100
Railroad/Utility Tax	454	437	375	706	531	700	500	500
Total	25,006	28,897	19,571	51,731	41,269	47,000	38,500	40,500
<b>Intergovernmental Taxes</b>								
Motor Vehicle Sales Tax	3,522	3,765	2,988	3,710	4,275	4,300	3,900	3,900
Motor Vehicle Fee Increase	1,742	1,944	1,490	1,775	1,931	2,000	1,800	1,800
Fee Income:Franchise Fee (Charter, AT&T)	7,203	9,753	10,868	12,432	10,282	9,700	8,500	8,500
Cigarette Tax	970	861	809	818	756	700	600	500
Total	13,437	16,323	16,155	18,735	17,244	16,700	14,800	14,700
<b>Licenses, Permits &amp; Fees</b>								
Occupancy Permits	1,350	900	2,050	8,250	10,943	16,000	6,300	6,300
Fence Permits	105	105	-	25	175	200	100	100
Dumpster/Temp Storage Permit	100	-	-	-	-	-	-	-
Building Permits	1,002	907	1,264	3,430	865	400	1,500	1,500
Sign Permits	1,250	(273)	461	525	575	700	400	400
Site Work Permits	-	-	-	25	50	-	700	700
Fee Income; Misc.	-	63	10	195	550	-	100	100
Merchants Licenses (Annually)	69,738	71,458	60,707	66,958	70,947	63,900	84,600	88,800
Liquor Licenses (Annually)	3,250	3,250	3,161	3,563	3,188	2,900	2,900	2,900
Cellular Tower Lease (Monthly)	14,757	15,967	16,208	17,419	17,418	17,400	17,400	17,400
Board of Adjustment Appeal Fees	-	-	300	-	-	-	100	100
Development Process Application	15,248	10,216	-	1,500	1,500	-	100	1,500
Total	106,800	102,593	84,161	101,890	106,211	101,500	114,200	119,800
General Fund Grant Income	-	-	-	-	39,954	40,000	40,400	-
<b>Miscellaneous Income</b>	-	2,766	3,198	32,204	1,752	1,900	800	800
<b>Interest Income</b>	4,928	5,458	5,751	2,732	1,630	400	900	900
Total	601,601	572,341	614,949	630,474	689,493	675,000	755,000	761,900
<b>EXPENSES</b>								
<b>Personnel Services</b>								
Wages Employees	102,760	99,167	106,979	76,058	92,128	102,200	102,200	109,300
Wages Trustees	20,400	20,400	20,400	21,930	18,870	20,400	20,400	20,400
Employee Benefits	5,096	7,182	8,703	14,182	15,923	15,800	16,900	16,900
Payroll Taxes	16,462	17,287	15,995	16,091	15,103	15,800	17,300	19,000
LAGERS	10,582	13,576	15,916	14,787	19,424	18,700	18,600	19,500
Unemployment Compensation	-	-	321	6,331	169	-	-	-
Payroll Processing Fees	1,721	1,802	1,760	1,940	1,900	2,100	2,200	2,300
Total	157,021	159,414	170,074	151,319	163,517	175,000	177,600	187,400
<b>Administrative</b>								
Building Inspection/Occup Fees	1,387	1,945	5,700	8,313	-	-	-	-
Building Insp/Permits/Occup Fees:Buildi	-	-	-	-	1,168	1,800	400	400
Building Insp/Permits/Occup Fees:Occup	-	-	-	1,275	11,036	14,100	8,000	8,000
Building Insp/Permits/Occup Fees:Other	-	-	-	-	-	-	1,500	1,500
Village Property Expense	11,729	1,649	1,649	1,649	-	-	10,300	-
City Property Expense:Town Hall	-	5,030	9,539	4,335	6,556	5,800	-	9,000
City Property Expense:50 Crescent	-	1,709	4,552	-	14	100	1,400	1,400
Meetings	448	(74)	204	-	11	-	200	200
Administrative Events	3,917	4,808	4,563	1,417	3,871	3,500	3,500	3,500
Arbor Day Event	635	655	548	-	-	-	800	800

**CITY OF TWIN OAKS, MISSOURI -**  
**GENERAL FUND**  
**STATEMENTS OF REVENUES, EXPENSES AND FUND BALANCES**  
**FOR THE SEVEN FISCAL YEARS ENDING DECEMBER 31, 2023**

	ACTUAL					BUDGET	FCAST	BUDGET
	2017	2018	2019	2020	2021	2022	2022	2023
Night Out in the Park	-	-	452	329	300	500	300	300
Govt Center Open House	-	915	-	-	-	-	-	-
Dues, Education & Conferences	4,121	6,426	2,596	2,491	1,637	2,300	2,900	2,900
Mileage	612	694	240	-	110	-	200	200
Bank Service Charges	99	61	32	503	860	600	3,400	1,900
Community Room Supervising	-	573	594	440	64	500	500	500
Election Expense	62	315	297	295	363	800	500	500
Legal Notices/Publications	4,106	1,192	2,577	2,089	1,610	2,200	800	800
Insurance	27,171	29,740	28,793	26,008	28,557	30,600	30,600	31,600
Printing	349	2,237	1,590	1,639	2,349	1,800	2,700	2,700
Postage	367	884	568	585	1,312	600	1,800	1,800
Telephone	6,648	5,584	5,866	6,013	4,723	5,800	5,800	5,800
Equipment Purchase/Maintenance	530	2,219	6,666	2,195	3,194	6,100	2,900	2,900
Service Contr. & Annual Charges	3,053	5,476	8,320	12,572	10,902	10,300	11,400	11,400
IT and Web Hosting	13,670	13,830	15,677	20,092	16,202	16,900	16,900	16,900
Copier Lease	2,724	2,414	2,520	2,602	2,003	800	800	800
Cooler Rental	147	(17)	-	-	-	-	-	-
Window Cleaning	221	2,069	2,826	1,806	2,124	2,100	2,700	2,700
County Sales Reports	105	-	-	-	-	-	-	-
Codification	6,626	3,125	10,167	5,545	8,341	7,200	4,300	4,300
Office Relocation	-	12,850	2,134	-	-	-	-	-
General Admin & Office Supplies	4,825	3,910	4,029	2,906	5,236	4,400	4,300	4,300
Miscellaneous Expense	-	-	-	377	-	-	8,200	500
Court Administration	-	-	-	298	-	-	1,100	7,200
Total	93,552	110,219	122,699	105,774	112,543	118,800	128,200	124,800
<b>Operating</b>								
Miscellaneous	-	-	235	929	-	300	-	-
Sanitation	46,060	43,260	44,272	46,030	51,401	47,600	48,000	51,000
Mosquito Control	365	385	176	494	-	700	700	700
Leaf Vacuuming	9,990	9,200	10,220	11,140	9,850	9,600	10,400	10,400
Utilities-Office	15	(4,839)	-	-	-	-	-	-
Utilities-Office:50 Crescent Ave Utilities	1,817	1,954	2,049	2,055	2,339	2,800	2,700	2,800
Utilities-Office:Electric	4,445	15,291	12,742	12,504	13,155	13,400	13,900	14,200
Utilities-Office:Gas	1,729	1,685	1,006	867	713	1,400	1,100	1,100
Utilities Town Hall and 50 Crescent:Sewer	-	509	412	299	319	300	400	400
Utilities Town Hall and 50 Crescent:Water	-	2,358	2,431	3,728	3,672	3,800	4,800	4,900
Total	64,421	69,803	73,543	78,046	81,449	79,900	82,000	85,500
<b>Contractual</b>								
Legal	81,981	57,796	52,027	61,911	50,829	58,300	42,100	47,100
Legal:Legal - Nonrecurring	10,897	17,401	19,030	593	-	-	12,800	-
Auditing Fees	10,070	10,070	10,760	10,460	11,060	12,300	11,600	13,600
Accounting Fees	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Engineering - General	14,064	24,340	18,361	10,410	7,419	8,100	3,300	3,300
Outside Labor	-	8,300	16,833	808	225	300	-	-
Total	123,012	123,907	123,011	90,182	75,533	85,000	75,800	70,000
<b>Police</b>	104,779	118,165	128,621	133,110	137,675	140,900	141,100	148,200
<b>Lease</b>	35,922	3,369	6	-	-	-	-	-
Stormwater	-	1,273	-	-	-	-	-	-
Total	578,707	586,150	617,954	558,431	570,717	599,600	604,700	615,900
<b>Excess (deficiency) of revenues over (under) expenses</b>	22,894	(13,809)	(3,005)	72,043	118,776	75,400	150,300	146,000
<b>OTHER SOURCES(USES) OF FUNDS</b>								
Transfer From General / (To) CIST	(42,900)	(57,115)	(57,115)	(57,115)	(85,700)	(85,700)	(85,700)	(85,700)
<b>CHANGES IN FUND BALANCES</b>	(20,006)	(70,924)	(60,120)	14,928	33,076	(10,300)	64,600	60,300
<b>FUND BALANCE -</b>								
Prior Period Adjustment	(2,583)							
Beginning of Year	653,133	633,127	562,203	502,083	517,011	550,087	550,087	614,687
End of Year	\$ 633,127	\$ 562,203	\$ 502,083	\$ 517,011	\$ 550,087	\$ 539,787	\$ 614,687	\$ 674,987



**CITY OF TWIN OAKS, MISSOURI -  
PARK AND STORMWATER FUND  
STATEMENTS OF REVENUES, EXPENSES AND FUND BALANCES  
FOR THE SEVEN FISCAL YEARS ENDING DECEMBER 31, 2023**

	ACTUAL					BUDGET	FCAST	BUDGET
	2017	2018	2019	2020	2021	2022	2022	2023
<b>REVENUES</b>								
P&S 1/2 cent	\$289,064	\$255,696	\$290,573	\$254,988	\$301,410	\$270,500	\$320,100	\$332,900
Grants	-	-	-	-	-	-	-	-
Non-Refundable Park Reservation	-	-	-	-	3,400	3,400	3,200	3,200
TOM Agreement (formerly BOA)	400	600	100	400	500	700	-	100
Park Income	-	100,000	-	-	-	-	-	-
Miscellaneous Revenue	400	100,600	100	400	3,900	4,100	3,200	3,300
From Park & Storm Account	-	-	-	-	-	-	800	800
<b>Total</b>	<b>289,464</b>	<b>356,296</b>	<b>290,673</b>	<b>255,388</b>	<b>305,310</b>	<b>274,600</b>	<b>324,100</b>	<b>337,000</b>
<b>EXPENSES</b>								
Park Expense:Park Salaries	28,285	32,094	34,383	30,658	34,391	42,500	37,700	39,600
Park Salaries - Security	14,140	18,375	4,253	-	-	100	-	-
<b>Total Personnel Services</b>	<b>42,425</b>	<b>50,469</b>	<b>38,636</b>	<b>30,658</b>	<b>34,391</b>	<b>42,600</b>	<b>37,700</b>	<b>39,600</b>
<b>Operating</b>								
Park Mowing	8,201	7,297	6,943	6,591	7,603	7,500	7,500	7,800
Park Landscaping	3,404	1,344	3,011	976	431	12,000	16,200	17,000
Landscape Consultant	1,373	-	855	-	-	-	-	-
Vector & Chemical Control	7,540	8,585	4,475	15,861	12,920	11,700	7,600	7,600
Restroom Supplies	477	485	321	238	461	400	300	300
Fuel Expense	-	-	-	43	-	-	-	-
Park - Events, Entertainment & Food	-	32	393	435	-	-	-	-
Events/Entertainment/Food:Water Party E	-	-	120	-	1,109	1,100	2,300	-
Park Expense:Events/Entertainment/Food:	1,580	2,970	2,511	2,456	3,271	3,000	3,140	3,300
Park Events - August Event (Concert)	277	900	7,197	-	600	1,000	900	1,000
Park Events - Eclipse	3,489	-	-	-	-	-	-	-
Park Events - Easter Egg Hunt	983	1,023	-	562	-	1,000	800	1,000
Park Events - Family Fun Day (September	3,911	3,343	4,246	-	6,900	5,000	5,900	5,000
Park Events - July Event (Concert/Firewo	26,961	31,323	30,392	375	28,871	26,700	34,400	35,000
Park Events - June Event (Concert)	734	1,075	719	800	775	1,000	700	1,000
Copyright Fees	1,047	1,114	1,153	1,187	2,121	1,400	1,200	1,200
Facility Partnerships	1,355	1,435	1,765	570	1,465	2,000	1,800	1,800
Park Promotions	914	782	-	1,335	-	-	-	-
Park Utilities:Electric (Park)	5,372	5,636	4,509	3,343	5,003	5,500	5,600	5,700
Park Utilities:Sewer (Park)	1,818	241	-	-	-	900	900	900
Park Utilities:Water (Park)	6,487	6,410	5,961	2,620	5,131	5,600	6,400	6,500
<b>Total Operating</b>	<b>75,923</b>	<b>73,995</b>	<b>74,571</b>	<b>37,392</b>	<b>76,661</b>	<b>85,800</b>	<b>95,640</b>	<b>95,100</b>
Park Expense:Park Lease	-	-	-	500	-	-	-	-
Park Expense:Storage Facility Rental	2,700	-	-	-	-	-	-	-
Miscellaneous Expense-Park	-	-	4,000	69	-	100	-	100
Lake Expense	-	-	-	3,345	2,961	3,100	3,300	3,100
Park Tools/Equipment/Rental	2,465	3,599	4,246	5,499	1,323	1,500	900	1,000
Storm Water Expense:Repairs/Maint. - St	-	-	130	-	625	600	-	-
Park Repairs & Maintenance	3,239	19,882	8,073	(328)	7,746	13,600	5,000	3,000
Park R&M - Park Facility Maintenance	2,518	6,967	3,332	2,155	2,472	4,100	5,400	14,400
Park R&M - Park Inspections	2,664	4,561	3,278	450	2,558	3,500	2,600	3,500
Park R&M - Park Landscaping Maintenan	21,521	24,789	27,908	18,050	22,715	5,000	21,600	10,000
Park R&M - Park Irrigation Maintenance	1,269	1,658	2,909	2,977	1,137	2,000	2,400	2,000
Park R&M - Park Electrical Maintenance	970	1,290	1,318	-	1,668	1,000	10,000	3,000
<b>Total Park Repairs and Maintenance</b>	<b>34,646</b>	<b>62,746</b>	<b>55,194</b>	<b>32,217</b>	<b>43,205</b>	<b>34,500</b>	<b>51,200</b>	<b>40,100</b>

**CITY OF TWIN OAKS, MISSOURI -  
PARK AND STORMWATER FUND  
STATEMENTS OF REVENUES, EXPENSES AND FUND BALANCES  
FOR THE SEVEN FISCAL YEARS ENDING DECEMBER 31, 2023**

	ACTUAL					BUDGET	FCAST	BUDGET
	2017	2018	2019	2020	2021	2022	2022	2023
<b>Capital Outlay</b>								
Storm Water Expense: Engineering	2,905	-	531	1,504	3,506	-	10,800	2,500
Storm Water Expense:Capital Projects - S	130,351	-	181	-	-	-	-	-
Total Storm Water	133,256	-	712	1,504	3,506	-	10,800	2,500
Park Capital Projects	10,470	4,918	21,027	35,862	26,957	33,000	45,400	88,000
Park Capital Projects - Lake Remediation	-	10,091	284,733	-	-	-	-	-
Park Capital Projects - Park Cameras	-	-	8,156	-	-	-	-	-
Park Engineering	(10)	29,202	88	-	25	-	5,000	-
Total Park Capital Projects	10,460	44,211	314,004	35,862	26,982	33,000	50,400	88,000
Total Expenses	299,410	231,421	483,117	138,133	184,745	195,900	245,740	265,300
<b>Excess (deficiency) of revenues over (under) expenses</b>	(9,946)	124,875	(192,444)	117,255	120,565	78,700	78,360	71,700
<b>OTHER SOURCES(USES) OF FUNDS</b>								
Transfer From Park (To) CIST	(28,600)	(85,672)	(85,672)	(85,672)	(57,200)	(57,200)	(57,200)	(57,200)
<b>CHANGES IN FUND BALANCES</b>	(38,546)	39,203	(278,116)	31,583	63,365	21,500	21,160	14,500
<b>FUND BALANCE -</b>								
Beginning of Year	510,262	471,716	510,919	232,803	264,386	327,751	327,751	348,911
End of Year	\$471,716	\$510,919	\$232,803	\$264,386	\$327,751	\$349,251	\$348,911	\$363,411

# CITY OF TWIN OAKS, MISSOURI - ROAD FUND

## STATEMENTS OF REVENUES, EXPENSES AND FUND BALANCES FOR THE SEVEN FISCAL YEARS ENDING DECEMBER 31, 2023

	ACTUAL					BUDGET	FCAST	BUDGET
	2017	2018	2019	2020	2021	2022	2022	2023
<b>REVENUE</b>								
Road & Bridge Tax - M	\$ 14,503	\$ 15,792	\$ 12,291	\$ 27,381	\$ 21,437	\$ 22,600	\$ 14,400	\$ 14,400
Motor Fuel Tax - M	10,565	10,517	10,202	9,897	10,745	10,700	12,100	12,000
Total	25,068	26,309	22,493	37,278	32,182	33,300	26,500	26,400
<b>EXPENSES</b>								
Personnel Services	42,022	45,932	49,084	46,593	50,243	55,800	55,800	58,600
Operating								
Snow Removal	10,350	24,394	47,567	11,918	23,066	28,900	31,200	38,200
Street Lights	8,491	8,380	14,656	1,997	7,977	8,100	8,200	8,200
Street Signs	1,608	184	24	65	152	200	-	-
R-O-W Landscaping/Mowing	46,354	30,010	31,531	34,668	30,577	35,800	35,800	36,000
Tree Trimming/Emergency Removal	1,325	4,775	3,700	1,675	-	-	-	-
Auto Expense	2,108	2,974	1,599	1,371	4,553	3,000	200	200
Fuel Expense	1,256	1,230	1,449	1,089	1,575	1,700	1,800	1,800
Utilities - Road	13,018	14,502	11,772	16,968	10,178	12,200	10,300	10,500
Total Operating	84,510	86,449	112,298	69,751	78,078	89,900	87,500	94,900
Road Tools & Supplies	557	292	16	103	1,095	1,500	600	1,000
Road Repairs & Maintenance	6,335	18,136	22,692	19,851	13,545	15,000	7,800	17,500
Road Irrigation Maintenance	-	-	902	1,332	751	-	600	-
Total tools and repairs	6,892	18,428	23,610	21,286	15,391	16,500	9,000	18,500
Capital additions								
Road Capital Projects	31,200	-	-	10,969	11,690	67,500	65,200	402,600
Cap Proj - Big Bend Lighting	-	738	84,957	-	-	-	-	-
Road Engineering	4,353	36,858	16,449	9,360	27,033	-	35,500	58,000
Street Scape Grant Engineering	-	-	-	-	-	-	-	-
Total Capital Additions	35,553	37,596	101,406	20,329	38,723	67,500	100,700	460,600
Total	168,977	188,405	286,398	157,959	182,435	229,700	253,000	632,600
Excess (deficiency) of revenues over (under) expenses	(143,909)	(162,096)	(263,905)	(120,681)	(150,253)	(196,400)	(226,500)	(606,200)
<b>OTHER SOURCES(USES) OF FUNDS</b>								
Transfer To Road from CIST	143,851	162,094	287,953	97,150	153,920	196,400	225,000	606,200
<b>CHANGES IN FUND BALANCES</b>	(58)	(2)	24,048	(23,531)	3,667	-	(1,500)	-
<b>FUND BALANCE -</b>								
Beginning of Year	(578)	(636)	(638)	23,410	(121)	3,546	3,546	2,046
End of Year	\$ (636)	\$ (638)	\$ 23,410	\$ (121)	\$ 3,546	\$ 3,546	\$ 2,046	\$ 2,046

**CITY OF TWIN OAKS, MISSOURI -  
CAPITAL IMPROVEMENTS FUND  
STATEMENTS OF REVENUES, EXPENSES AND FUND BALANCES  
FOR THE SEVEN FISCAL YEARS ENDING DECEMBER 31, 2023**

	ACTUAL					BUDGET	FCAST	BUDGET
	2017	2018	2019	2020	2021	2022	2022	2023
<b>REVENUES</b>								
Capital Improvements Sales Tax	\$ 245,705	\$ 217,342	\$ 246,985	\$ 224,340	\$ 248,598	\$ 240,100	\$ 272,100	\$ 283,000
Miscellaneous Revenue	-	-	-	5,051	-	-	-	-
Interest Income	4,766	282	-	-	-	-	1,100	1,100
Total	250,471	217,624	246,985	229,391	248,598	240,100	273,200	284,100
<b>EXPENSES</b>								
Capital Outlay	-	15,450	-	-	26,883	-	4,600	-
Twin Oaks City Center	1,823,628	169,552	-	-	-	-	-	-
Capital Outlay - Project 4	-	32,650	-	-	-	-	-	-
Village Hall Construction	53,418	55	-	-	-	-	-	-
Website Update	-	154	4,179	-	-	-	-	-
Total Capital Outlay	1,877,046	217,861	4,179	-	26,883	-	4,600	-
Debt Service - Principal	40,460	81,209	84,331	87,889	91,454	87,900	95,200	95,200
Debt Service - Interest	30,933	61,578	58,297	54,883	51,332	54,900	47,700	47,700
Debt Service	71,393	142,787	142,628	142,772	142,786	142,800	142,900	142,900
Total	1,948,439	360,648	146,807	142,772	169,669	142,800	147,500	142,900
<b>Excess (deficiency) of revenues over (under) expenses</b>	(1,697,968)	(143,024)	100,178	86,619	78,929	97,300	125,700	141,200
<b>OTHER SOURCES(USES) OF FUNDS</b>								
Transfer From CIST (To) Road	(143,851)	(162,094)	(287,953)	(97,150)	(153,920)	(196,400)	(225,000)	(560,000)
Transfer (To) CIST From PARK	28,600	142,787	85,672	85,672	57,200	57,200	57,200	57,200
Transfer (To) CIST From General	42,900	-	57,115	57,115	85,700	85,700	85,700	85,700
Total Transfers	(72,351)	(19,307)	(145,166)	45,637	(11,020)	(53,500)	(82,100)	(417,100)
Debt proceeds	1,600,000	-	-	-	-	-	-	-
<b>TOTAL</b>	1,527,649	(19,307)	(145,166)	45,637	(11,020)	(53,500)	(82,100)	(417,100)
<b>CHANGES IN FUND BALANCES</b>	(170,319)	(162,331)	(44,988)	132,256	67,909	43,800	43,600	(275,900)
<b>FUND BALANCE -</b>								
Beginning of Year	836,083	665,764	503,433	458,445	590,701	658,610	658,610	702,210
End of Year	\$ 665,764	\$ 503,433	\$ 458,445	\$ 590,701	\$ 658,610	\$ 702,410	\$ 702,210	\$ 426,310

**CITY OF TWIN OAKS, MISSOURI -  
SEWER LATERAL FUND  
STATEMENTS OF REVENUES, EXPENSES AND FUND BALANCES  
FOR THE SEVEN FISCAL YEARS ENDING DECEMBER 31, 2023**

	ACTUAL					BUDGET	FCAST	BUDGET
	2017	2018	2019	2020	2021	2022	2022	2023
<b>REVENUES</b>								
Sewer lateral fees	\$ 4,783	\$ 4,657	\$ 4,248	\$ 3,799	\$ 4,879	\$ 4,700	\$ 3,900	\$ 3,900
Interest Income	269	296	1,951	215	44	100	100	100
Total	5,052	4,953	6,199	4,014	4,923	4,800	4,000	4,000
<b>EXPENSES</b>								
Operating	3,836	-	1,923	3,993	20,943	4,500	7,200	4,000
Total	3,836	-	1,923	3,993	20,943	4,500	7,200	4,000
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENSES AND CHANGES IN FUND</b>	1,216	4,953	4,276	21	(16,020)	300	(3,200)	-
<b>FUND BALANCE -</b>								
Beginning of Year	52,399	56,198	61,151	65,427	65,448	49,428	49,428	46,228
End of Year	\$56,198	\$61,151	\$65,427	\$65,448	\$49,428	\$49,728	\$46,228	\$46,228

**CITY OF TWIN OAKS, MISSOURI**  
**CAPITAL IMPROVEMENT PROGRAM**  
**FOR THE TWO FISCAL YEARS ENDING DECEMBER 31, 2023**

PROJECT DESCRIPTION	Acct. No.	2022		2023
		Budget	Forecast	
Bike Replacement	4-702		\$ 4,572	
Boly Lane Apron Repair	1-701	18,000		
Boly Lane Apron Repair - Design and Bid	1-709		5,425	
Crescent Ave. Sidewalk - Design and Survey	1-709	40,000	26,740	58,000
Crescent Ave. Sidewalk - Stormwater Analysis	2-708		10,750	2,500
Crescent Ave. Sidewalk - Construction (w/ stormwater)	1-701			384,400
Crescent Ave. Sidewalk - ROW Negotiation	1-701	12,000		14,475
Curb Replacement	1-701	38,000	62,000	
Curb Replacement - Design and Bid	1-709		3,350	
Meramec Station Crosswalk	1-701	20,000		
Park Border Fence Replacement	2-701	39,000	39,000	
Park Electric Repair - South Fence Gates	2-701		MIN	
Playground Pavilion Concrete Repair	2-701	10,000	-	
Playground Surface Sinkhole Repair	2-701	3,395	-	
Pond Bridge - Replacement	2-701			88,000
Pond Bridge - Inspection/Design	2-709		5,000	
Radar Sign Replacement	1-701	3,750	3,240	3,750
Split Rail Fence	2-701	6,000	6,350	
Stone Bridge - Pond Leak	2-701	3,000	-	
		\$193,145	\$166,427	\$551,125

**SUMMARY BY ACCOUNT NUMBER**

Road - Capital Projects	1-701	91,750	65,240	402,625
Road - Engineering	1-709	40,000	35,515	58,000
Parks & Stormwater - Park Capital Projects	2-701	61,395	45,350	88,000
Parks & Stormwater - Stormwater Engineering	2-708	-	10,750	2,500
Parks & Stormwater - Parks Engineering	2-709	-	5,000	-
CIST - Capital Projects	4-702	-	4,572	-
		\$193,145	\$166,427	\$551,125

**Memo to:** Board of Aldermen  
**From:** Frank Johnson, City Clerk/Administrator  
**Subject:** Price Increases for Municipal Fireworks Displays  
**Date:** October 28, 2022

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### **BACKGROUND**

At the meeting on Oct. 19, 2022, the Board requested that City staff gather information regarding the price increases other municipalities in the region have seen for their municipal fireworks shows. Requests for such information was sent out via the St. Louis Area City Manager's Association email list and the Missouri City Clerk's and Finance Officer's Association's discussion forum.

### **MUNICIPAL RESPONSES**

The City received the follow responses:

- **Brentwood** — Vendor is Gateway Fireworks. Stated that they received a 30 percent price increase for 2022, which their board approved. However, they will be discussing the cost next year as they get close to the event.
- **Chesterfield** — Vendor is J&M Displays. Their contract is structured to be a quantity-based flat rate OF \$55,000 (i.e., the price of the show stays the same, but the amount of product varies based on shipping costs and availability). In order to maintain the same size shells and the same type of show in 2022, they allocated an additional \$10,000 from ARPA funds.
- **Ellisville** — Vendor is J&M Displays. They have a three-year contract for 2021-2023 for \$28,000 per show. J&M did not request any price increases from Ellisville for their 2022 show.
- **Maryville** — Vendor is Premier Pyrotechnics. They do an annual contract and provide the vendor with the amount they want. Did not specify if "amount" refers to quantity or price.
- **Union** — Vendor is J&M Displays. They switched from annual agreements to a three-year contract after 2018. They tell them how long of a show they want and receive a proposal based on that.

### **VENDOR RESPONSES**

In addition, the City reached out to three fireworks vendors for prospective bids on a similar show using the bid specs from the City's previous RFPs. The vendors were **Gateway Fireworks**, **ARC Pyrotechnics** and **Premier Pyrotechnics**, and the City had received a bid from ARC as of Oct. 28.

The ARC bid is for \$25,500 for an approximately 22-minute show. However, it appears to have a lower total "shot count" compared to the J&M proposal, 2,909 compared to 4,194. This results in a "cost per shot" of \$8.74 with Gateway's proposal and \$7.15 with J&M's proposal.

# City Clerk/Administrator's Report

City of Twin Oaks, Board of Alderman

December 2, 2022

## General Updates

### Salting Cost Analysis

- The total private contractor salting costs for the 2021-2022 winter season were \$18,766 (\$245 per ton standard rate, approximately 5-6 tons to do all the roads in the City). Crowder has stated they would do “spot salt” of just the hills on Autumn Leaf Drive and Birnamwood Trail for \$150 per trip.
- Staff spends approximately \$250 annually for the City's stock of salt for the winter. Labor cost is highly variable (depends on when application occurs, whether multiple applications are necessary, whether it incurs OT, etc.), but the average application is 1-2 hours. The equipment purchase cost is approximately \$3,000 for salt spreader and related accessories with a useful life of 10+ years.
- It would generally be more cost effective for Crowder to come out if calls are around 6 per season or less<sup>1</sup>. However, in any case it would be prudent for the City to retain ability for staff to salt for a) extreme storms and b) cases where Crowder can't get out quickly.
- Other additional factors to consider:
  - Staff time will often be incurred regardless, as Crowder does not salt the Town Hall sidewalk.
  - During heavy storms, staff might perform 2-4 applications over the course of several hours. Calling out Crowder multiple times per night in this manner reduces its cost effectiveness.

### Twin Oaks Municipal Court

- The Twin Oaks Municipal Court is now up and running with our first official ticket filed and on the docket for the initial Jan. 25, 2023, court date.
- The backlog of cases still needs to be imported through REJIS. There will be a fee for this process. St. Louis County is being asked to cover the cost, but it may end up being something the City has to cover.

### ARPA Stormwater Grant

- The City's application for an ARPA stormwater grant was actually never eligible, which DNR apologized for not clarifying earlier. Only officially designated “MS4” systems were eligible (i.e., MSD as the owner/operator of the stormwater/sewer system in the region).

### Annual Park Calendar

- The final draft of the 2023 Twin Oaks Calendar has been completed. Like last year, the calendar will be printed at FedEx and distributed directly to residents the week of Dec. 19th.

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<sup>1</sup> \$250 + \$300 (\$3,000 over 10 years) + \$260 (10 hours additional labor) = \$810 approximate annual staff cost. \$750 for 5 Crowder trips < \$810 < \$900 for 6.



## Project Updates

### **Curb Repair Project**

- The start date for the project has been pushed back to Dec. 5 to avoid any potential issues with the Thanksgiving holiday. The City has mailed letters to residents whose driveways will be impacted by the work.

### **Crescent Ave. Sidewalk**

- BFA has completed the grading plans for the entire project area. Staff reviewed the plans with BFA via web conference on Nov. 22. The next step is drafting the demolition plans and erosion/sediment control plans for St. Louis County. See the attached status report from BFA for details.

### **Creek Pond in Twin Oaks Park**

- LandCare has completed their evaluation of the issue and is proposing two solutions: excavating the ponds to a greater depth so they hold more water and connecting the ponds to the Park's irrigation system with an automatic on/off switch that can supply water when the level gets too low.
  - Landcare has submitted a bid of \$36,290 to complete this work. It will be added as a potential CIP project for consideration in future years.
  - Landcare also submitted a bid of \$14,685 for a second project that would eliminate an area of standing water alongside the Park access road. This project would construct a dry creek bed to help route the water. It will also be added as a potential CIP project.