

**CITY OF TWIN OAKS
BOARD OF ALDERMEN MEETING
VIDEO CONFERENCE MEETING
WEDNESDAY, May 6, 2020, 7:00 pm**

In view of the state of emergencies declared by the federal, state, county and City because of the global pandemic COVID-19, as well as the Stay at Home Order issued by the St. Louis County Health Department and Governor of Missouri, in accord with the provisions of Twin Oaks Code §120.070 and §610.020, RSMo., the Board of Aldermen of City of Twin Oaks understands that it would be impossible and impractical—and possibly dangerous—for its meeting to be physically accessible to the public during this time.

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

The Board apologizes for any inconvenience the meeting format change may pose but it is extremely important all measures in compliance with the Stay at Home Orders be taken to protect employees, residents, and elected officials during these extraordinary times.

Residents and others who wish to comment on any item not on the agenda may email their comments to City Clerk Frank Johnson, fjohnson@cityoftwinoaks.com, by 6:30 p.m. on May 6, 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) ROLL CALL
- 3) APPROVAL OF AGENDA
- 4) APPROVAL OF CONSENT AGENDA
 - a) Board of Aldermen Regular Meeting Minutes from March 4, 2020
 - b) Board of Aldermen Closed Session Minutes from March 2, 2020
 - c) Board of Aldermen Closed Session Minutes from March 4, 2020
 - d) Board of Aldermen Closed Session Minutes from March 10, 2020
 - e) Board of Aldermen Closed Session Minutes from March 19, 2020
 - f) Board of Aldermen Special Session Minutes from April 7, 2020
 - g) Board of Aldermen Work Session Minutes from April 22, 2020
 - h) Board of Aldermen Special Session Minutes from April 28, 2020

- i) Bills List from March 4, 2020 to March 18, 2020
- j) Bills List from March 19, 2020 to April 1, 2020
- k) Bills List from April 2, 2020 to April 10, 2020
- l) Bills List from April 11, 2020 to May 1, 2020
- m) Credit Card List from February 15, 2020 to March 16, 2020

5) REPORT OF COMMITTEES/COMMISSIONS/CONTRACTORS

- a) February and March financials — Jeff Blume
- b) Police Report — Officer John Wehner

6) PRELIMINARY CITIZEN COMMENTS

7) UNFINISHED BUSINESS/ACTION ITEMS

- a) Banners and Planters For Intersection Update

8) NEW BUSINESS

- a) Resolution 2020-07: A RESOLUTION OF THE TWIN OAKS BOARD OF ALDERMEN APPROVING A SUPPLEMENT TO THE TWIN OAKS OPEN MEETINGS AND RECORDS POLICY PERTAINING TO MEETINGS USING VIDEO CONFERENCE TECHNOLOGY.
- b) Resolution 2020-08: A RESOLUTION OF THE TWIN OAKS BOARD OF ALDERMEN APPROVING AN AGREEMENT WITH UPPER LIMITS 3 INC. FOR ROCK CLIMBING ACTIVITIES AT TWIN OAKS FAMILY FUN DAY ON OCT. 5.

9) SPECIAL DISCUSSION

- a) Fourth of July celebration and fireworks
- b) Summer police patrols
- c) Wooden footbridge location
- d) Attorney's report
- e) City clerk's report
- f) Mayor and Aldermen comments

10) FINAL CITIZEN COMMENTS

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

11) ADJOURNMENT

Frank Johnson
City Clerk

POSTED: May 1, 2020, 12:30 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, MARCH 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-absent

Aldermen: April Milne –yea
Dennis Whitmore –yea

Lisa Eisenhauer – yea
Tim Stoeckl – yea

Also Present: Theresa Gonzales, Acting City Clerk
Paul Rost, City Attorney

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

APPROVAL OF THE AGENDA

Mayor Fortune asked if there were any changes to the agenda. Hearing none, Alderman Milne motioned to approve the Agenda, seconded by Alderman Whitmore. 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 February 19, 2020 Regular Meeting Minutes, the February 26, 2020 Regular Meeting Minutes, the February 26, 2020 Closed Session Minutes, the Bills for Approval from February 19, 2020 through March 4, 2020 and the Credit Card lists from January 15, 2020. Alderman Milne had a question concerning the Verizon cell phone bill. Alderman Whitmore motioned to approve the Consent Agenda seconded by Alderman Stoeckl. The motion passed by voice vote.

REPORT OF COMMITTEES/COMMISSIONS/CONTRACTORS

Police Report: Officer Wehner reviewed the February Police Report. He also reviewed the Community Camera program with the Board and stated that if they are OK with the flyer he would get the process going to roll the program out within the Community. The Board was in agreement.

Officer Wehner stated that he has been doing radar surveillance throughout the City. He has been concentrating on Autumn Leaf and Boly. People do slow down once they see him. He will be continuing the surveillance. Alderman Milne inquired what speed are people stopped. Officer Wehner stated that between 25 and 30 mph he will pull people over and give a warning and 30 mph and above they will receive a citation.

Mayor Fortune stated that from the data that has been retrieved off of the radar signs the residents are becoming comfortable with the signs. Mayor Fortune did state that the data on Boly shows that when some cars are coming off of Big Bend they are going at a fast rate once they hit the radar sign on Boly.

PRELIMINARY CITIZEN COMMENTS

There were no citizen comments.

UNFINISHED BUSINESS/ACTION ITEMS

Banners For Intersection Update: Mayor Fortune stated that he met with Landmark Signs concerning the banners and the planters at the intersection. Landmark will be getting back with the City regarding these items with a proposed plan.

SPECIAL DISCUSSION

Attorney's Report: Attorney Rost had nothing to report at this time.

Mayor and Aldermen Comments: Alderman Whitmore stated that he had contacted Mike Hirsch regarding his availability for July 3rd fireworks. Mr. Hirsch is available and would be able to work something out to have an extra speaker so more spectators are able to hear the sound track for the firework show.

Alderman Whitmore also spoke with a homeowner in Twin Oaks who has a Christmas display using an FM radio station. He will be willing to help the City with its Christmas display.

Alderman Whitmore stated that he is working on the music for the July 3rd soundtrack. He asked anyone who has a suggestion to let him know

FINAL CITIZEN COMMENTS

There were no final citizen comments.

ADJOURNMENT

There being no further business, Alderman Stoeckl motioned to adjourn the regular meeting at 7:19 p.m., seconded by Alderman Milne and the motion passed with the unanimous consent of the Board of those present.

Drafted By: _____
Theresa Gonzales,
Acting City Clerk

Date of Approval: _____

ATTEST:

Theresa Gonzales,
Acting City Clerk

Russ Fortune,
Mayor, Board of Aldermen

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF ALDERMEN OF TWIN OAKS,
TWIN OAKS PARK PAVILION
ST. LOUIS COUNTY, MISSOURI
TUESDAY, APRIL 7, 2020**

The meeting of the Twin Oaks Board of Aldermen was called to order at 1:04 p.m. Roll Call was taken:

Mayor: Russ Fortune-yea

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

Also Present: Theresa Gonzales, Acting City Clerk

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

APPROVAL OF THE AGENDA

Mayor Fortune asked if there were any changes to the agenda. Hearing none, Alderman Milne motioned to approve the Agenda, seconded by Alderman Whitmore. The motion passed by a voice vote.

NEW BUSINESS

Bill No. 20-05-An Ordinance Appointing Frank Johnson City Clerk For The City Of Twin Oaks And Establishing Compensation Therefor: First reading of Bill No. 20-05 was read. Mayor Fortune ask if there was any discussion on Bill No. 20-05. Alderman Stoeckl had a question concerning Mr. Johnson's title. The second reading of Bill No. 20-05 was read. Alderman Whitmore motioned to approve Bill No. 20-05, seconded by Alderman Eisenhauer and the motion passed on a roll call vote as follows: Aldermen Milne-yea, Eisenhauer-yea Whitmore-yea and Stoeckl-yea. Mayor Fortune stated that Bill No. 20-05 Being duly passed becomes Ordinance No. 20-05.

ADJOURNMENT

There being no further business, Alderman Milne motioned to adjourn the regular meeting at 1:16 p.m., seconded by Alderman Eisenhauer and the motion passed with the unanimous consent of the Board of those present.

Date of Approval: _____

ATTEST:

Theresa Gonzales,
Acting City Clerk

Russ Fortune,
Mayor, Board of Aldermen

**MINUTES OF THE WORKSESSION
CITY OF TWIN OAKS BOARD OF ALDERMEN
WEDNESDAY, APRIL 22, 2020**

The Virtual Work Session was called to order by Mayor Fortune at 2:05 p.m. pursuant to public notice and agenda. Roll Call was taken:

Mayor Russ Fortune-yea

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

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

ADMINISTRATOR’S REPORT

City Clerk Johnson spoke with John Williams, Public Works, concerning items within the City. The stream in the Northwood of the Park has been cleaned up. Mr. Williams stated that they are checking on this area frequently and making sure the stream is clear. This area does get a lot of runoff during rains from the shopping areas along Big Bend.

The trails in the Northwoods were mulched in December. Within the next few weeks dead trees are being removed from this area and mulched. The mulch will then be spread along the trails as well.

City Clerk Johnson stated that staining in the Park will be done in May and will include the bridge deck and musical instruments on the playground that require stain.

The foot bridge has been dismantled and is now at the Bell House (50 Crescent). Some damage did occur to several boards and screws during the process.

Within the next few weeks mulching will be done in the Park in three areas which include the comfort station, split rail fence area and the rose garden. Mr. Williams will be getting bids on other areas if it is determined these areas need mulching.

Lake Management will be doing the first treatment on the lake.

The intersection at 141 and Big Bend was cleaned up by Harvey’s for a one-time charge. This will be included in future year’s contract.

City Clerk Johnson stated that changes have been made to the website. Residents can now sign up to receive City email alerts. He has also been posting on Facebook.

ADOPTION OF ST. LOUIS COUNTY BUILDING CODES

Attorney Rost stated that St. Louis County sent notification they had adopted the 2015 Building Codes. Since St. Louis County enforces our codes, Attorney Rost feels the City should formally adopt these codes. The Codes will need to be available for public viewing for 90 days prior to adoption by the City. City Clerk Johnson will be posting links to the codes as well as a notice will be posted at City Hall.

NEW CITY CLERK ONBOARDING

City Clerk Johnson stated to the Board that if they have any questions for him or projects they are interested in and would like him to look into to please contact him.

He is planning on meeting with the staff on a regular basis.

Mayor Fortune stated that once City Hall is back to a regular schedule City Clerk Johnson may want to introduce himself to the business owners. Also, Mayor Fortune will contact the Condominium Board and have City Clerk Johnson attend the next meeting with him.

Alderman Whitmore stated that we should post an announcement in the St. Louis Post Dispatch as well as West News Magazine announcing City Clerk Johnson joining the City.

ADJOURNMENT

Alderman Whitmore motioned to adjourn the Work Session Meeting at 2:41 p.m., seconded by Alderman Milne and 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

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF ALDERMEN OF TWIN OAKS,
VIRTURAL MEETING
ST. LOUIS COUNTY, MISSOURI
TUESDAY, APRIL 28, 2020**

The special meeting of the Twin Oaks Board of Aldermen was called to order at 2:00 p.m.
Roll Call was taken:

Mayor: Russ Fortune-yea

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

Also Present: Frank Johnson, City Clerk
Jeff Blume, Financial Consultant
Lindsay Weiss-Smith, Weiss Design Group
Paul Rost, City Attorney

APPROVAL OF THE AGENDA

Mayor Fortune asked if there were any changes to the agenda. Hearing none, Alderman Whitmore motioned to approve the Agenda, seconded by Alderman Milne. The motion passed by a voice vote.

**SPECIAL DISCUSSION-TRANSPORTATION IMPROVEMENT PROGRAM
GRANT**

Mayor Fortune stated that an email was received from the Transportation Improvement Program Grant wanting confirmation from the City they would still want to proceed with the Grant process considering the economic environment that has developed due to Covid-19.

Mayor Fortune reviewed his thoughts concerning the pros and cons of proceeding with the Grant. The project cost is approximately one million dollars and the City is responsible for \$200,000.00 of the total cost. The City will pay for the project as the project goes along and will be reimbursed by Missouri Department of Transportation (MoDOT).

Jeff Blume, Financial Consultant, confirmed that the City will front the money for the project. They will submit payment documentation and will be reimbursed within 60 days. Mr. Blume stated that at this time the City has not seen a tremendous loss in taxes. The City does have time to save for the balloon payment for City Hall which will be due in 7 years.

Mayor Fortune stated this could be a good opportunity for the City to receive money to do a project that the Board has been looking at for many years.

Alderman Whitmore stated that he felt the City should proceed with the Grant. The City will be getting reimbursed as the project progresses and feels this seems to be the best of circumstances to receive the Grant.

Alderman Stoeckl stated that he had reservations about proceeding with the Grant but since the City will be getting reimbursed on a regular basis he also felt that this was a great opportunity to receive funds to do a project that will be a benefit to the Community.

Alderman Milne agreed with Alderman Whitmore. She feels that the City will be able to weather any potential economic downturn since most of the City's revenue comes from Schnucks and Walgreens.

Alderman Eisenhower was also in agreement and felt this was the best time to receive the Grant money. It will benefit the Community and increase the safety element.

Alderman Whitmore verified that the entire project will be on the north side of Crescent Avenue and if the City will need to acquire easements from the residents along the north side of Crescent Avenue. Lindsay Weiss-Smith of Weiss Design Group stated the main focus of the first year will be engineering and acquiring easements. She stated that there are many ways to go about acquiring an easement. She will provide to the City a summary of these options.

Mayor Fortune added that the City will hold at least two Public Meetings so the Community is well informed of the project.

Mayor Fortune asked the Board for a motion to respond back to the TIP Committee that the City would like to proceed with the Grant process. Alderman Milne motioned to proceed with the Grant process, seconded by Alderman Whitmore. The motion passed on a voice vote.

Attorney Rost stated that there are specific guidelines to follow when a City receives Grant money when acquiring easements. He will review this with the Board.

Mayor Fortune stated that he and City Clerk Johnson felt it would be in the best interest of the Board to hold the May 6th Board Meeting virtually. They are hoping that by the May 20th Board meeting it can be held in the Board chambers.

ADJOURNMENT

There being no further business, Alderman Eisenhower motioned to adjourn the regular meeting at 2:22 p.m., seconded by Alderman Stoeckl 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

[illegible]

	City of Twin Oaks					
	Bills and Applied Payments					
	March 19, 2020- April 1, 2020					
Check No.		Invoice Date	Memo/Description	Invoice No.	Bill Amt	Check Amt
11590	Accident Fund	3/9/2020	Installment Payment		\$1,341.50	\$1,341.50
11591	VOID					
11592	BFA Consultants					
		3/1/2020	Heartland Dental-Plan for sign review-several times due to sign company	10913	\$435.00	
		3/1/2020	Boly Entrance-discuss lateral program-prepare and attend pre-bid mtg	10914	\$212.50	\$647.50
11593	J & M Displays					
			Payment for July 3, 2020 firework display		\$26,000.00	\$26,000.00
11594	Division of Employment Security					
		3/19/2020	Unemployment benefit for K. Runge		\$321.33	\$321.33
11595	R&D Computer System	3/23/2020	Yearly maintenance agreement	3136	\$540.00	\$540.00
11596	Vince Martin					
			Deposit for June concert		\$400.00	\$400.00
11597	Weiss Design Group					
		2/18/2020	STP Grant application for Crescent Ave. sidewalk/safety improvements	10260	\$4,500.00	\$4,500.00
11598	John Williams					
		3/23/2020	Reimbursement for fuel for City truck		\$44.45	\$44.45
11599	Another Wild Goose Chase					
		2/3/2020	Goose control 2-3-2020 thru 3-2-2020	2237	\$640.00	
		3/2/2020	Goose control 3-2-2020 thru 4-5-2020	2223	\$800.00	\$1,440.00
Online	The Brain Mill	3/12/2020	Monthly email and phone service-April	5217	\$862.00	\$862.00
Online	Verizon Wireless	3/5/2020	Wireless service-2-6-2020 to 3-5-2020		\$269.61	\$269.61
Online	AT&T	3/7/2020	Internet and Phone service for 50 Crescent		\$82.63	\$82.63
Online	AT&T	3/6/2020	Internet and Phone for City Hall		\$96.06	\$96.06
			Alderman			
			Alderman			

City of Twin Oaks						
Bills and Applied Payments						
April 2, 2020- April 10, 2020						
Check No.		Invoice Date	Memo/Description	Invoice No.	Bill Amt	Check Amt
11600	Tai Chi Consulting	12/19/2020	Mtg with P. Rost, R. Fortune; running payroll and mtg with K. Runge		\$1,341.50	\$1,341.50
11601	Patrick or Cortney Kelley		Reimbursement of Park Reservation		\$150.00	\$150.00
11602	Rebecca Krewson		Reimbursement of Park Reservation		\$200.00	\$200.00
11603	Alternative Rain	3/26/2020	Start up and repairs-City Hall	11121	\$174.35	
		4/1/2020	Start up and repairs-Intersection	11163	\$826.00	
		4/3/2020	Start up and repairs-Park	11164	\$809.80	\$1,810.15
11604	CJ Thomas	4/2/2020	City Insurance cost	293129	\$22,456.00	
		4/2/2020	Insurance cost-auto	293130	\$1,126.00	\$23,582.00
11605	Cunningham, Vogel & Rost	3/31/2020	Other Legal Services	64338	\$3,244.50	
		3/31/2020	Retainer/Basic Services	64339	\$1,023.00	\$4,267.50
11606	Davey Tree Expert Com, Inc.	3/27/2020	Scale treatment and fertilizer for bald cypress at intersection	914434532	\$4,600.00	\$4,600.00
		4/1/2020		GC0010996		
11607	General Code		eCode Maintenance	1	\$1,195.00	\$1,195.00
11608	Harvey's Services, Inc.	3/31/2020	Grass cutting-3-30-2020	SJN16847	\$1,130.04	\$1,130.04
11609	MoCCFOA	4/1/2020	Membership Renewal through April 30, 2021	433	\$25.00	\$25.00
11610	R&D Computer System	4/2/2020	Professional Services-reinstall and recover program	3144	\$375.00	\$375.00
11611	John Williams		Apartment Inspections-3-12-20 and 3-20-20		\$150.00	\$150.00
Online	Spire	3/25/2020	City Hall		\$114.76	\$114.76
Online	Toshiba Financial	3/10/2020	Monthly lease on copier plus property tax and administration fee		\$335.85	\$335.85
Online	MSD	3/19/2020	50 Crescent Ave		\$36.09	\$36.09
Online	Ameren	3/25/2020	50 Crescent Ave		\$24.47	\$24.47
Online	Ameren	3/25/2020	50 Crescent Ave. Water pump		\$147.80	\$147.80
Online	Ameren	3/35/2020	City Hall		\$1,031.71	\$1,031.71
Online	Ameren	3/25/2020	Big Bend and 141		\$60.74	\$60.74
Online	Ameren	3/25/2020	1 Twin Oaks Ct.		\$239.40	\$239.40
Online	St. Louis County Treasurer	4/2/2020	April Contract payment	127155	\$11,092.49	\$11,092.49
Online	Mastercard	3/16/2020	Monthly statement through 3/16/2020		\$1,943.88	\$1,943.88
Online	Spire	3/25/2020	50 Crescent Ave		\$92.12	\$92.12
Online	Missouri One Call	3/31/2020	First Quarter payment	31097	\$3.75	\$3.75
Online	Waste Management	3/27/2020	April Contract payment		\$3,773.60	\$3,773.60
Online	MO Amer. Water Company	3/31/2020	1 Twin Oaks Ct. from Dec. 27, 2019 to March 25, 2020		\$7.53	\$7.53
Online	MO Amer. Water Company	3/30/2020	1312 Big Bend Rd. Irrigation from Dec. 28, 2019 to March 26, 2020		\$129.53	\$129.53
Online	MO Amer. Water Company	3/31/2020	1 Twin Oaks Ct. Firepark from Mar. 31, 2020 to Apr. 29, 2020		\$25.20	\$25.20
Online	St. Louis County	3/29/2020	Occupancy Inspection		\$95.50	\$95.50
Online	AT&T	3/6/2020	Internet and Phone for City Hall		\$96.06	\$96.06
Online	Marco	3/26/2020	Copies from 2-25-2020 to 3-24-2020		\$17.03	\$17.03
			Alderman			
			Alderman			

City of Twin Oaks						
Bills and Applied Payments						
April 11, 2020- May 1, 2020						
Check No.		Invoice Date	Memo/Description	Invoice No.	Bill Amt	Check Amt
11612	Vogel Heating & Cooling	4/16/2020	1st Quarter Maintenance Agreement	347480	\$335.00	\$335.00
11613	BFA Engineering	3/29/2020	Heartland Dental-Discuss project and email, review plans	11102	\$85.00	\$85.00
11614	DJM Ecological Services	4/10/2020	Replace footbridge, material and labor, change order	1180446	\$3,415.00	\$3,415.00
11615	The Brain Mill	4/16/2020	Remote connection and repair	5248	\$92.00	
		4/16/2020	Set up virtual office	5251	\$450.00	\$542.00
11616	Division of Employment	4/24/2020	K. Runge-1-4,1-25,2-15,3-07, 2020		\$3,840.00	\$3,840.00
11617	Lake Management	4/22/2020	Treatment on Park Lake-4-22-2020	17494	\$334.00	\$334.00
Online	Verizon	4/5/2020	Cell Phones		\$246.26	\$246.26
Online	Ameren	4/6/2020	Monthly street lighting		\$616.06	\$616.06
Online	The Brain Mill	4/16/2020	Monthly (May) Internet and Phone support	5248	\$862.00	\$862.00
Online	AT&T	4/7/2020	50 Crescent Ave. Internet		\$82.29	\$82.29
Online	AT&T	4/6/2020	City Hall Internet and Phone		\$95.72	\$95.72
Online	MO Amer. Water Company	3/30/2020	City Hall Irrigation		\$29.20	\$29.20
Online	MO Amer. Water Company	3/30/2020	City Hall		\$46.73	\$46.73
Online	MO Amer. Water Company	3/30/2020	50 Crescent Ave		\$10.09	\$10.09
Online	MO Amer. Water Company	3/30/2020	1240 Derbyshire Irrigation		\$41.05	\$41.05
			Alderman			
			Alderman			

February 15 - March 16, 2020

[illegible]

**A RESOLUTION OF THE TWIN OAKS BOARD OF ALDERMEN
APPROVING A SUPPLEMENT TO THE TWIN OAKS OPEN
MEETINGS AND RECORDS POLICY PERTAINING TO
MEETINGS USING VIDEO CONFERENCE TECHNOLOGY.**

**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 Supplement to Open Meetings and Records Policy pertaining to meetings using video conference technology attached as “Exhibit 1” and incorporated herein by reference.

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 __ DAY OF APRIL 2020, BY THE BOARD OF ALDERMEN OF THE CITY OF TWIN OAKS, MISSOURI.

Russ Fortune, Mayor

Attest:

Theresa Gonzales, Acting City Clerk

Exhibit 1



Supplement to Open Meetings and Records Policy

Open Meeting Policy; Meetings Using Video Conference Technology

- A) *Policy Statement.* While it is legally permissible for members of the City's Board of Aldermen, Planning & Zoning Commission, Board of Adjustment, Park Committee and other boards, commissions and committees (collectively and individually "public governmental body," as defined in §120.010 of the Twin Oaks Code) to attend meetings and vote via video conference transmission, a member's use of video conference attendance should occur only sparingly. Because it is good public policy for citizens to have the opportunity to meet with their City officials face-to-face, members of a public governmental body should endeavor to be physically present at all meetings unless attendance is unavoidable after exercising due diligence to arrange for physical presence at the meeting. The primary purpose of attendance by video conference should be to accommodate the public governmental body, as a whole, to allow meetings to occur when circumstances would otherwise prevent the physical attendance of a quorum of its members. A secondary function of video attendance should be to ensure that all members may participate in business of the public governmental body that is an emergency or highly important in nature or arose quickly or so uniquely so as to make attendance at a regular meeting practically impossible. Except in emergency situations or other extraordinary circumstances such as Sections H or I below, all efforts should be expended to ensure that a quorum of the members of the public governmental body be physically present at its normal meeting place.
- B) *Definitions.* For purposes of this Policy, unless the context otherwise indicates, the following terms mean:

ROLL CALL VOTE

Any Public Vote taken so as to attribute each "yea" and "nay" vote, or abstinence if not voting, to the name of the individual member of the public governmental body.

VIDEO ATTENDANCE OR VIDEOCONFERENCING

Communication where at least one member of a public government body participates in the public meeting via an electronic connection made up of three components: (1) a live video transmission of the member of the public governmental body not in physical attendance; (2) a live audio transmission allowing the member of the public governmental body not in physical attendance to be heard by those in physical attendance; and (3) a live audio transmission allowing the member of the public governmental body not in physical attendance to hear those in physical attendance at a meeting at the normal meeting place. If at any time during a meeting one or more of the elements of a video conference becomes compromised (e.g., if any participants are unable to see, hear, or fully communicate), then the video conference participant is deemed immediately absent and this absence* should be reflected in the minutes. A video attendee's absence may compromise a quorum in which case the applicable Missouri laws shall take effect regarding a loss of quorum.

*It is the City's policy that, per §610.015 RSMo, a video attendee shall count towards establishing a quorum.

**City of Twin Oaks' Policy for Meetings using
Video Conference Technology**

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- C) *Frequency of Use of Video Attendance.* Except as set forth in Subsections H and I, a member of a public governmental body shall not video attend more than three (3) meetings in a rolling twelve-month period. In keeping with the policy stated in section (A) above, video attendance should only occur sparingly and for good cause. Such good cause shall be at the discretion of the member proposing video attendance but shall be for significant reasons such as serious illness or injury of the member or a member of his or her immediate family, including father or mother, spouse, sibling, child, or grandchild.
- D) *Physical Location.* Except as provided in Sections H or I below, members of the public may not participate in a public meeting of a governmental body via video conference. The public wishing to attend a meeting, and elected officials not video attending, shall participate at the physical location where meetings of the public governmental body are typically held (the "meeting place"), or as provided in a notice provided in accordance with the Sunshine Law. The public governmental body shall cause there to be provided at the meeting place communication equipment consisting of an audio and video display, and a camera and microphone so that (1) the member(s) of the public governmental body in video attendance, (2) the members of the public governmental body at the meeting place, and (3) the public at the meeting place, may participate in the meeting in accordance with established rules of meeting decorum. The communication equipment at the physical location of the meeting must allow for all meeting attendees to see, hear, and communicate with those in video attendance.
- E) *Voting.* Pursuant to §610.015 RSMo, elected members of a public governmental body in video attendance are deemed present for purposes of participating in a roll call vote to the same effect elected members of a public governmental body in attendance at the meeting place are deemed present. As indicated in section (B) above, if any component of the video conference communication fails during the meeting, the video attendee whose connection failed shall be deemed absent immediately upon such failure, and if the public governmental body was in the act of voting, the voting shall stop until all components of the video attendance are again restored at which time the video attendee's presence is to be again recorded in the minutes.
- F) *Closed Meetings.* In a meeting where a member of a public governmental body is in video attendance and the meeting goes into a closed session, all provisions of Missouri law and City ordinances relating to closed sessions apply. Upon the public governmental body's roll call vote to close the meeting, the video attendee must ensure confidentiality at their location including safeguarding against accidental overhearing by others of the audio or video of the closed session. Failure to ensure the requirements of this subsection may result in corrective action by the full public governmental body in accordance with City regulations including disqualification of the member from future video attendance.
- G) *Minutes.* In the meeting, whether in open or in closed session, the minutes taken should reflect the member, if any, in video attendance; the members in physical attendance; and members, if any, absent.
- H) *Emergency meetings.* If emergency circumstances create impossibility for the members of a public governmental body to attend at the meeting place, the body may meet, and if necessary, roll call vote, by video attendance. Examples of such emergency circumstances include, but are not limited to, pandemic, war, riot, terrorism, widespread fire, or natural disaster such as earthquake, tornado, flood, or blizzard. To the extent possible in such circumstances, the public governmental body shall use reasonable efforts to cause a physical location to be provided for public attendance and participation

**City of Twin Oaks' Policy for Meetings using
Video Conference Technology**

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or provide access via audio/video feed.

- I) *Public Attendance Limitations; Statewide or National Emergency.* Pursuant to the authority granted in §610.020.1 & 2, RSMo, and in §120.070 of the Twin Oaks Code, in the event of a declaration of a national, regional, or statewide state of emergency ("state of emergency") where the circumstances underlying the state of emergency make it unsafe or unhealthy for members of the public to access City Hall and thereby attend in person a meeting of a public governmental body, and as such, make it impossible or impractical to provide a safe physical location for public attendance and participation, the public governmental body may take all necessary and appropriate steps to limit "in person" attendance by the public at City Hall for the meeting so long as the City:
1. Allows for virtually simultaneous public access and attendance through conference call, web meeting, video conferencing, online meeting, livestreaming, or other similar technology;
 2. Posts a notice of the meeting (including the tentative agenda) on the Twin Oaks website in addition to City Hall that notifies the public how to access the meeting. Depending on the circumstances, this may include a phone number the public can use to dial in to listen to the meeting or the web address where a video feed can be accessed;
 3. Includes on the tentative agenda the nature of the emergency of the public body justifying that departure from the normal requirements and which emergency situation shall be stated in the minutes; and
 4. Encourages public comment via email, text, chat or other medium that does not interfere with the public governmental body's conduct of the meeting or the audio of the meeting.

For purposes of this subsection, the underlying circumstances of the state of emergency shall be deemed to have made it impossible or impractical for the public governmental body to hold the meeting in a place that is physically accessible to the public under §610.021(1) and §120.070 of the Twin Oaks Code and, thus, the public body shall, through the City's use of the technology available, make the meeting accessible to the public via audio or audio/video streaming.

**A RESOLUTION OF THE TWIN OAKS BOARD OF ALDERMEN
APPROVING AN AGREEMENT WITH UPPER LIMITS 3 INC.
FOR ROCK CLIMBING ACTIVITIES AT TWIN OAKS FAMILY
FUN DAY.**

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

Section 1. The Board of Aldermen hereby approves, and the Mayor is hereby authorized to execute, a contract substantially in the form of "Exhibit 1" attached hereto and incorporated herein, on behalf of Twin Oaks with Upper Limits 3 Inc. for the rental and operation of the Upper Limits Climbing Spire, which includes equipment, use, supervision and related services, to be provided for a three hour period on October 3, 2020 at the Twin Oaks Family Fun Day event in Twin Oaks Park 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 __ DAY OF APRIL 2020, BY THE BOARD OF ALDERMEN OF THE CITY OF TWIN OAKS, MISSOURI.

Russ Fortune, Mayor

Attest:

Theresa Gonzales, Acting City Clerk



Exhibit 1

Upper Limits Rock Gym 1874 Lackland Hill Parkway -St. Louis-MO 63146-www.upperlimits.com-314-991-2516

SPIRE CONTRACT

Upper Limits 3 Inc. proposes to supply the following on Saturday, October 5, 2019 to the City of Twin Oaks. The Upper Limits Climbing Spire will be set up by 3:30 pm and taken down immediately following the event at 6:30 pm for a total of 3 hours. We will also provide two staff members to operate the climbing wall. Upper Limits carries a one million dollar insurance policy for all events, to which The City of Twin Oaks will be added as additionally insured at no charge.

MEASUREMENTS=20' wide x 60' long/ Vertical Clearance=25'/ Indoor Building Entrance=12' tall x 9' wide

Rental Costs

Option A: DAILY RENTAL

1. The rental cost of the wall will be **\$650** per day. ($\$650 \times 1 \text{ day} = \650)
2. Outside of a 30 mile radius from Upper Limits, a travel fee of \$65 will be added for each additional 30 miles traveled. ($\$65 \times 0 \text{ additional 30 miles} = \0)
3. Applicable sales tax will be **\$0**

A non-refundable deposit of half the total rental cost must be paid in order to reserve your date. The remainder must be paid in full before the event.

Total cost will be \$650 Deposit due upon acceptance of contract will be \$325

Cancellation Policy:

- If the renter cancels the appearance of the wall prior to the event due to reasons other than weather conditions, the deposit will be retained.
- Should unforeseeable inclement weather prevent use of the Spire on the day scheduled, you may reschedule your rental of the wall for an alternate day agreeable to both parties. In this case, your deposit and any fees collected by Upper Limits, Inc. for rental will be applied toward the new date. All other terms of the original contract apply as previously agreed upon. Should you decide not to reschedule your rental that was canceled due to weather; Upper Limits will keep one-half of the total deposit.
- If you do not reschedule/cancel your rental (and contact Upper Limits to confirm) prior to the portable wall's departure (from Upper Limits) for your event, Upper Limits will keep the entire deposit as well as any travel fees incurred.
- If the wall operates a minimum of one half the total hours rented, the deposit will be retained as well as any travel fees incurred.

Collection Fees for Past Due:

In the event that collection efforts become necessary, the renter agrees to pay all collection costs, attorney fees, and court costs.

ACCEPTANCE OF CONTRACT- the above prices, specifications and conditions are satisfactory and are hereby accepted.

Please sign the contract and return to Upper Limits with your deposit.

Each participating child under 18 is required to have a parent's signature accompany their own on our liability waiver.

Signature_____

Date of Acceptance_____

Print Name_____

Group/Business Name_____

Address_____

Phone # _____

Fax # _____

Address of Event: _____

Contact Name and Phone on Day of Event: _____

Upper Limits Authorized Signature_____

Date_____

Office use:

Deposit received on ____/____/____ Amount received \$_____ Check # _____

Paid in full on ____/____/____ Amount \$_____ Check # _____



Memo to: Board of Aldermen
From: Frank Johnson, City Clerk
Subject: Summer Police Patrols
Date: May 1, 2020

BOARD ACTION REQUIRED

- Approve start/end dates and schedule for summer police patrols of Twin Oaks Park.

BACKGROUND

In previous years, the City of Twin Oaks has conducted secondary police patrols of the park during the summer months. The extra patrols have typically started after Memorial Day (May 25) and continued until Labor Day (September 7) or possibly longer, depending on the weather.

St. Louis County Neighborhood Police Officer John Wehner would staff and manage the patrols, as stipulated under the City's contract for policing services with St. Louis County. The patrol schedule he recommends is:

- Every Friday for three hours, starting at 4 or 5 p.m.
- Every Saturday for four hours, starting after noon, when Officer Wehner is not scheduled
- One random Sunday each month for four hours

Given the extra demands on law enforcement caused by the current pandemic, it is necessary to begin working to secure the appropriate manpower for the patrols as soon as possible.

City Clerk's Report

City of Twin Oaks, Board of Alderman

May 6, 2022

Updates

- Public Works
 - John Williams will be taking vacation for May 4-8.
 - The waterfall pump for the lakes in the park should arrive late next week. Once it is received, Vandevanter will schedule a date for an install.
- Press release sent to local media and posted on the website announcing city clerk hiring.
- We will be adding our current email contact list to the website email alerts for meeting and news announcements in order to streamline our process for notifying residents. Residents may unsubscribe from the notifications at any time.
- Meeting with Jeff Blume on May 4 for overview of city budget and accounting procedures.
- The St. Louis County Police Department reached out to the city again about the Shop and Save as a potential precinct HQ. Provided them with contact information for the leasing agent for the property.

St. Louis County Code Enforcement and Building Code Adoption

- St. Louis County passed an ordinance establishing the contract for code enforcement services on March 11, 2020. The city posted the updated codes for adoption on the website and for viewing at city hall on April 23. On July 20, the city will have met the 90-day period for adopting the codes by reference.

Mayors for Meals

- Michelle Harris, Mayor of the City of Clayton, is organizing a food drive for the St. Louis Area Foodbank called "Mayors for Meals." Twin Oaks will be participating in the food drive, which is scheduled for Saturday, May 9. A collection bin will be placed inside the entryway of City Hall. Donations can be dropped off between 9 a.m. and 3 p.m.

BILL NO. 63, 2020

ORDINANCE NO. 27,736, 2020

Introduced by Councilmember Fitch

AN ORDINANCE

AUTHORIZING THE COUNTY EXECUTIVE TO EXECUTE
A CONTRACT WITH THE VILLAGE OF TWIN OAKS,
MISSOURI, FOR THE PROVISION BY ST. LOUIS
COUNTY OF SERVICES RELATED TO ENFORCEMENT OF
THE VILLAGE OF TWIN OAKS ZONING ORDINANCE.

BE IT ORDAINED BY THE COUNTY COUNCIL OF ST. LOUIS COUNTY,
MISSOURI, AS FOLLOWS:

SECTION 1. The County Executive on behalf of St. Louis
County, Missouri, is authorized to execute a contract with the
Village of Twin Oaks, Missouri, ("Village") for the provision of
zoning ordinance inspection services on a case-by-case basis.

SECTION 2. The contract authorized in Section 1 shall
provide for fees to be charged for related inspection services
as follows:

- \$47/hour for up to one hour of inspector's time;
- \$24/hour for each additional half-hour or fraction
thereof of inspector's time; and
- Administrative fee of \$49.60 for clerical work
involving documentation of the inspection time and
creation of the billing invoice.

SECTION 3. The contract authorized in Section 1 shall
further contain such other terms and conditions as are approved
by the County Counselor.

ADOPTED: March 10, 2020

LISA CLANCY
CHAIR, COUNTY COUNCIL

SIGNED: March 11, 2020

SAM PAGE
COUNTY EXECUTIVE

ATTEST: DIANN L. VALENTI
ACTING ADMINISTRATIVE DIRECTOR

APPROVED AS TO LEGAL FORM:

BETH ORWICK
COUNTY COUNSELOR