

AN ORDINANCE APPOINTING APRIL MILNE CITY CLERK FOR THE CITY OF TWIN OAKS AND ESTABLISHING COMPENSATION THEREFOR

WHEREAS, a vacancy exists in the position of City Clerk in the City of Twin Oaks; and,

WHEREAS, after a thorough search, it has been determined that April Milne meets the requirements and qualifications of Ordinance 24-02 (codified as Section 115.090 of the Twin Oaks Code, hereinafter "Section 115.090") for the position of City Clerk and that her employment by the City is in the best interest of the citizens in terms of efficiency and experience in performing the duties of the City Clerk's office; and,

WHEREAS, the Board of Aldermen wishes to appoint and elect April Milne as City Clerk for the City of Twin Oaks.

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

Section 1. Pursuant to Section 115.090 of the Municipal Code, April Milne is hereby appointed City Clerk of the City of Twin Oaks.

Section 2. The salary for Ms. Milne as City Clerk shall be Sixty-Three Thousand, Five Hundred Dollars (\$63,500.00) annually. This sum shall be paid on a bi-weekly basis and shall be subject to all normal payroll withholdings and deductions. This salary is subject to review and adjustment at such time as all City salaries are approved as part of the City's budget process.

Section 3. In addition to the salary set forth in Section 2, the benefits, terms and conditions of employment, including the annual Personal Spending Stipend (currently \$2,500) paid pro rata on a bi-weekly basis, shall be generally as set forth in the offer letter, attached hereto and incorporated herein by reference.

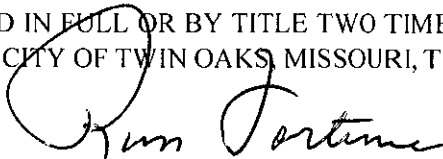
Section 4. Ms. Milne's term of office as City Clerk shall commence as soon as possible, but no later than April 13, 2020, and continue until such time as her employment shall be subject to termination in accordance with Section 115.030 of the Twin Oaks Code or by Mr. Milne's resignation.

Section 5. Ms. Milne's duties and responsibilities as City Clerk shall be as set forth in §79.240 RSMo., Section 115.090 of the Twin Oaks Code, the City Clerk Job Description attached as well as the terms of the City's employment policies (Chapter 140).

Section 5. Pursuant to §610.023.1, Ms. Milne is appointed custodian of records for the City of Twin Oaks.

Section 6. 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 15th DAY OF MAY 2024.



Russ Fortune, Mayor

Attest:



Paul Dries, Assistant City Clerk



May 3, 2024

Ms. April Milne
1429 Autumn Leaf Drive
Twin Oaks, MO 63021

Re: *Appointment as City Clerk for the City of Twin Oaks*

Dear April:

This letter will formalize the City of Twin Oak's offer of employment to join the City as City Clerk as further described below. Your full-time employment with and role as City Clerk of Twin Oaks would commence under the following initial terms:

- (1) You will be appointed and employed as the City Clerk of the City of Twin Oaks (the "City Clerk Position") which is an "exempt" position as defined by the Fair Labor Standards Act and therefore, not paid overtime for hours worked in excess of forty (40) hours during the workweek. The City Clerk position is for an indefinite term subject to the terms and conditions herein, and all applicable laws pertaining to the Position.
- (2) Compensation. Your starting compensation for the City Clerk position shall start at \$63,500 annually payable biweekly plus an annual Personal Spending Stipend (currently \$2,500) paid pro rata on a bi-weekly basis, for a total compensation package of \$66,000.
- (3) Retirement Plan. The City offers, and the City Clerk will be eligible for, a pension fund through Local Association of Government Employee Retirement System (LAGERS).
- (4) Paid vacation. Vacation leave for the City Clerk Position for the first five (5) years of service shall three (3) weeks annually unless increased by the Board of Aldermen. Thereafter, the then-current, vacation calculations shall apply. Other current leave benefits are set forth in Section 140.040 of the Twin Oaks Personnel Policy.
- (5) The City Clerk position is expected to continue to carry out the duties set forth in the City Clerk job description (attached).
- (6) The City would expect that you would do all things necessary to earn a Certified Municipal Clerk designation within two (2) years of your start date or as soon thereafter as possible. To that end, the City shall budget and pay for the reasonable professional dues, subscriptions and/or memberships of the City Clerk necessary for his continuing and full participation in national, regional, state, and local professional and civic associations and organizations including the Missouri City Clerks & Finance Officers Association, as such participation is necessary and desirable for your continued professional participation, growth, and advancement and is to the benefit of the City. Expenditures of funds for memberships in other specific associations shall be subject to the prior written approval by the Mayor in accordance with City Policy.
- (7) The City shall budget and pay for the reasonable costs of registration, travel, and attendance



at professional meetings to support the professional development of the City Clerk and to pursue necessary functions for City, in consultation with and subject to approval and oversight by the Mayor and subject to approval of the Board. The City also recognizes that certain de minimis expenses of a non-personal and job-affiliated nature will be incurred by City Clerk from time to time, and hereby agrees to reimburse or to pay these general expenses. Such expenses are to be reviewed and approved by the Mayor prior to reimbursement in accordance with established policy.

(8) Per the City's policy manual, the employment will begin with a six (6) month probationary period to allow the employee the opportunity to demonstrate an ability to perform the job and the City to assess performance.

(9) We would anticipate your employment will commence on May 20, 2024, unless otherwise agreed.

Your employment in accordance with the terms of this offer letter is, of course, dependent on your continued satisfactory performance and is an at-will employment further subject to §79.240 RSMo., and Section 110.090 of the Twin Oaks Code as well as the terms of the City's employment policies (Chapter 140).

We are pleased to be able to offer you this position and look forward to you joining the City in this new role. You may accept the City's offer by signing a copy of this letter in the space indicated below and returning the signed copy to us before. Again, on behalf of the Board, we look forward to a long and productive relationship.

Sincerely,

Mayor Russ Fortune
City of Twin Oaks

Accepted: *contingent upon acceptance of my resignation from the Board of Aldermen and a start date of June 5, 2024



April Milne

Date: 5/6/2024

encl.

cc: Board of Aldermen w/o encl.



CITY OF TWIN OAKS

1381 Big Bend Road, Twin Oaks, MO 63021
Voice: 636-225-7873 Fax: 636-225-6547

Position Title: City Clerk
Supervisor: Mayor
Type of Position: Management

General:

The City Clerk serves for an indefinite term and is appointed and may be removed by a majority vote of the Board. The City Clerk shall be accountable to the Board pursuant to the statutes of the State of Missouri, the Twin Oaks Municipal Code, and the Resolutions, motions and directives of the Board of Aldermen.

Skills, Knowledge and Abilities:

- Knowledge and experience regarding municipal government operations.
- Knowledge and experience regarding municipal government financial management.
- Knowledge and experience regarding the management of the physical facilities of the City.
- Ability to effectively communicate orally and in writing.
- Ability to establish and maintain an effective and respectful working relationship with officials, employees, consultants, contractors, businesses, residents and the public.
- Knowledge and experience submitting, obtaining and managing grants.
- Skill in planning, directing, and administering municipal programs and services.

License and Experience:

- Valid Missouri Driver's license.
- Experience in administration of municipalities, or equivalent combination of training and experience.
- Must be bondable if required by the City.

GENERAL DUTIES

- To have charge and custody of the City Seal, ordinances and other records, papers and documents entrusted to his/her care and keeping by the Board of Aldermen.
- Carry out directives of the Board and report promptly any difficulties encountered;
- Subject to direction of the Mayor, be responsible for the administration of all day-to-day operations of Twin Oaks.
- Act as the Custodian of Records for the City per §120.090 of the Twin Oaks Code.



- Enforce standards, policies, and procedures for the most efficient management of employees and resources.
- Attend Board and commission/board meetings, except as directed by the Mayor, and prepare proper notice of meetings per Chapter 610 RSMo. ("Sunshine Law"); prepare agenda packets including any necessary information on agenda items; prepare and maintain minutes of all public meetings.
- Keep informed concerning current Federal, State and County legislation and administrative rules affecting the City.
- Act as public information officer for Twin Oaks with responsibility for assuring that the residents, business community, and public are properly informed about operations, and that all open records and meeting requirements under the Sunshine Law are followed.
- Maintain a recurring events calendar ensuring that all annual tax rates are set, and that franchises, permits, business licenses, and contracts of the City are faithfully observed and/or renewed.
- Attend conferences and meetings for city clerks to keep abreast of current trends in municipal government.
- Attend and assist with City events throughout the year.
- Perform such other duties as may be assigned by the Board.

RESPONSIBILITIES TO THE CITY BOARD

- Ensure that required supporting materials are provided for all meetings.
- Coordinate with codification company and City Attorney for annual review of ordinances and policies for potential updates or improvements.
- Ensure the preparation of ordinances and resolutions as requested.
- Keep the Board regularly informed about the activities of the City office by oral or written report at regular or special meetings of the Board.

PERSONNEL

- Assist Mayor with administrative direction and coordination of employees in compliance with personnel policy.
- Ensure that Mayor and/or Board conducts annual written evaluations of all employees.

BUSINESS FUNCTIONS

- Coordinate with and supply supporting documentation to City's financial and accounting consultant with regard to draft budgets for consideration by the Board and final approval.
- Preparation, posting, and publishing of all official notices required of the setting annual tax rate, budget proceedings, zoning amendments, etc., in accordance with State statutes.



- Oversee expenditures and purchases and ensure compliance with the approved budget and purchasing policies and maintain a continuing review and analysis of budget operations, work practices and costs of municipal services.
- Coordinate with engineering consultant and City Attorney to ensure compliance with competitive bid, prevailing wage, and contracting requirements.
- The City Clerk coordinates and performs work, including, but not limited to;
 - Maintenance of ledgers and accounting processes
 - Cash management
 - Payroll and accounts payable
 - Securing of annual audits & financial reports by authorized Certified Public Accountants
 - Safe-keeping of securities and valuable papers
 - Collection and deposit with authorized depositories of all revenues
 - Review and maintenance of authorized fidelity bonds and insurance
 - Distribute monthly Profit and Loss and Balance Sheets

PLANNING, DEVELOPMENT, AND ZONING

- Maintain familiarity with current State statutes, Twin Oaks ordinances and decisions regarding zoning and land division.
- Coordinate zoning enforcement for the City.
- Coordinate with Mayor and City Attorney preliminary discussion with persons proposing development plans including rezoning, land development and site development. Advise such persons seeking approval of proposals regarding process to comply with Twin Oaks development regulations.
- Administer development projects with guidance of City Attorney, engineering consultant and Mayor, and inform the Board on a continuing basis over the course of project preparation to ensure the guidance from the Planning & Zoning Commission and Board is effectively incorporated into proposed projects.
- Schedule and post meeting notice, arrange court reporter for, attend, and prepare minutes for Board of Adjustment meetings.