



VILLAGE OF INNSBROOK BOARD OF TRUSTEES MEETING MINUTES

Innsbrook Village Hall
1835 Highway F
Tuesday, April 12, 2016, 7:30 PM

AGENDA

Public notice is hereby given that the Board of Trustees will meet at Innsbrook Village Hall, 1835 Hwy F, Innsbrook, Missouri, on Tuesday, April 12, 2016 at 7:30 PM for a meeting to discuss and act upon the matters on this agenda as follows:

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
- 5) APPROVAL OF MINUTES
 - a. Regular Meeting: March 1, 2016
- 6) PUBLIC COMMENTS - Citizens who have concerns or remarks who wish to speak on Village matters may do so at this time.
- 7) COMMUNICATIONS/PETITIONS/PRESENTATIONS
 - a. Recognition of Outgoing Trustee's
 - b. Swearing in Newly Elected Trustee's
- 8) BOARD OF TRUSTEES COMMENTS
- 9) CHAIRMAN'S COMMENTS, REPORTS, APOINTMENTS
 - a. Board of Adjustment Vacancy (5 Year Term)
 - b. Planning & Zoning Commission Vacancy (4 Year Term)
- 10) DEPARTMENT REPORTS:
 - a. Financial Report
 - i. Bills of The Month
 - b. Administrator's Report
 - i. 1st Quarter Building Permit Report
 - c. Planning & Zoning Commission
 - i. Appendix A Update - Sewer Issues
 - ii. Boundary Adjustment Lot 16
 - iii. Re-Plat Lot 1759
- 11) UNFINISHED BUSINESS:
- 12) NEW BUSINESS:
 - a. **BILL NO. 223 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, AUTHORIZING THE CHAIRMAN OF THE BOARD OF TRUSTEES TO ENTER INTO A CONTRACT WITH GREEN HORIZONS FOR LANDSCAPE MANAGEMENT SERVICES.**
 - b. **BILL NO. 224 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, APPROVING THE BOUNDARY ADJUSTMENT OF LOT 16 LOCATED IN INNSBROOK ESTATES PLAT ONE, TO BE KNOWN AS 16 LUCERN ISLAND DRIVE.**
 - c. **BILL NO. 225 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, APPROVING THE RESUBDIVISION OF LOTS 1759 AND 1761 LOCATED IN INNSBROOK ESTATES PLAT NINETY ONE, TO BE KNOWN AS 1759 TURRACH DRIVE.**
 - d. Warren County Hazard Mitigation Plan Update
- 13) VOTE TO ADJOURN

Unfinished Business/ Hold Items

- BHS/Zykan Landfill Area
- Complaint Properties
- Animal Shelter
- Septic Issues
- Dry Hydrants
- Internet Speeds

(Next quarterly report June 2016)

MINUTES

The April 12, 2016 regular meeting of the Innsbrook Board of Trustees was held at Innsbrook Village Hall and called to order at 7:30 PM with Village Board Chairman Jeff Thomsen presiding. Chairman Thomsen led the Pledge of Allegiance. Upon Roll Call, Trustees Jerry Rust, Bob Dowdle, Tom Stevener, Trish Dunn and Jeff Thomsen were present. After roll call Chairman Thomsen announced that a quorum was present for the transaction of business.

Also in attendance were Village Administrator/Clerk, Carla Heggemann; Cindy and Jim Bowers (L2461); Ted Sator (L154); Bob Soderholm (L2130); Alice Jensen (L548); Jean Jarchow (L2133) and Rich McFall and Kath Kremer (L2210).

APPROVAL OF AGENDA

Chairman Thomsen asked for a motion to approve the April 12, 2016 agenda. Motioned by Trustee Dowdle, seconded by Trustee Rust, to approve the agenda. All Trustees present voted "Aye". Motion passed with a 5-0 vote. Motion was approved.

APPROVAL OF MINUTES

Trustee Stevener would like to correct one item, under "New Business", it reads "...Transportation advisory committee the completion..." it should read, "...Transportation advisory committee **for** the completion...". Motioned by Trustee Dowdle, seconded by Trustee Rust to approve minutes with correction from the Regular Meeting on March 1, 2016. All Trustees present voted "Aye". Motion passed with a 5-0 vote. Motion was approved.

PUBLIC COMMENT

Alice Jensen, School Board Vice President of the Wright City R-II School District, wanted to let the Trustee's know that they are hoping to put a tax levy on the November 2016 election ballot and hopes that the School District has Innsbrook's support. The previous tax levy failed by ten votes. Alice will have more on this issue at a later date.

COMMUNICATIONS, PETITIONS, PRESENTATIONS

- a. Recognition of Outgoing Trustee's - Chairman Thomsen presented outgoing Trustee Bob Dowdle an American Flag that has been flown over the Missouri State Capital and the Innsbrook Village Hall in recognition of Trustee Dowdle's years of service to the Village on the Board of Trustee's. Chairman Thomsen presented Trish Dunn an American Flag that has been flown over the Missouri State Capital and the Innsbrook Village Hall in memory of Carol McGill for her years of service to the Village on the Planning and Zoning Commission.
- b. Swearing in Newly Elected Trustee's - Village Administrator, Carla Heggemann, swore in newly elected Trustee's Tom Stevener and Theodore R. Sator.

BOARD OF TRUSTEES COMMENTS

None at this time.

CHAIRMAN'S COMMENTS, REPORTS, APPOINTMENTS

There is still a vacancy on the Board of Adjustments as well as a vacancy on the Planning & Zoning Commission. Chairman Thomsen would like all the Trustee's to think of a few names and/or ask around by the next meeting to fill this vacancy.

DEPARTMENT REPORTS

- a. Financial Report - The financial report and the bills of the month were distributed and viewed by all Trustee's in attendance. Motioned by Trustee Stevener, seconded by Trustee Rust to approve financial report and pay all bills of the month. All Trustees present voted "Aye". Motion passed with a 5-0 vote. Motion was approved.
- b. Administrator's Report -
 - i. Quarterly Building Report - The first quarter building report was submitted to the Trustee's with 15 total building permits issued from January through March 2016.
 - ii. Out-of-State Sales Tax Ballot Issue - The official election results for the ballot issue were, 17 Yes and 166 No votes. The Village will continue to collect the local sales tax on the titling of motor vehicles, trailers, boats and outboard motors that are purchased out-of-state.
 - iii. Warren County Hazard Mitigation Plan - The kickoff meeting was held on March 30th at Boonslick (BRPC). To remain eligible for future hazard mitigation funds, all city and county government must participate in the planning process and formally adopt the plan upon its completion.
 - iv. Elected Officials Training - The 2016 MML Elected Officials Training Conference will be held on June 9-10, 2016 in Columbia, MO.

- v. Bookmobile - Due to the extremely low volume of users, Scenic Regional Library has decided to make use of the Bookmobile at a different location. The final stop in Innsbrook was held on March 18th. A new library branch is expected to open in Wright City on Wildcat Drive next fall.
- vi. Election Results - Carla Heggemann read the election results out loud. Tom Stevener 129 votes, Cynthia Bowers 81 votes and Theodore R. Sator 120 votes.
- vii. Pipeline - Chairman Thomsen and Trustee Dunn attended a pipeline safety seminar the previous week in Wentzville. There is a natural gas pipeline that runs through the Village and they attended to learn about the various safety protocols they have in place. Chairman Thomsen stated that along with the County Mitigation plan we are hoping to develop a specific plan here in Innsbrook that will list steps you need to take if there is a pipeline problem of any sort.
- c. Planning and Zoning Commission - Meeting held on April 6, 2016.
 - i. Appendix A Revision Update - Chairman Thomsen and Chairman of Planning and Zoning Commission, Bob Soderholm, visited the Warren County Commissioners with a request for them to work with the Village on contracted service, much like St. Charles County does with Foristell. A draft of the contract as well as a draft of the update to Appendix A was presented to the Commission for their review. The Warren County Commission declined to assist the Village of Innsbrook with On-Site Sewer Inspections. Bob Soderholm stated that he has been in contact with the Department of Health and Senior Services (DHSS) and will set up a meeting with them this month. Bob Soderholm updated the Board of Trustees on the Planning and Zoning Commission meeting held on April 6, 2016.
 - ii. Boundary Adjustment Lot 16 - Bob Soderholm reported that the Planning and Zoning Commission recommended approval of the Boundary Adjustment on Lot 16.
 - iii. Re-Plat Lot 1759 - Bob Soderholm reported that the Planning and Zoning Commission recommended approval of the Resubdivision of Lots 1759 and 1761.

UNFINISHED BUSINESS:

- a. Internet Speeds - Cindy Bowers questioned if anymore has been accomplished on Internet speeds. Chairman Thomsen spoke with Charlie Boyce this past month about a number of topics the internet being one of those topics. One solution would be to get a price on running fiber optics throughout the Village to see how feasible it would be to do so. Charlie also suggested that the residents of Innsbrook start a campaign to have all the resident contact the FCC and complain about how CenturyLink has been handling this situation. The FCC has given CenturyLink Three Billion Dollars from the Connect America Fund to update rural America's internet speeds, \$77 Million to be used in Missouri, but CenturyLink does not seem interested in coming to Innsbrook or Warren County. Boonslick has already done a study on internet speeds and service, that information is available. There are residents that work from home that need the faster internet speeds, and are paying for the faster internet speeds, but are not receiving what they are paying for.

NEW BUSINESS:

- a. **BILL NO. 223 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, AUTHORIZING THE CHAIRMAN OF THE BOARD OF TRUSTEES TO ENTER INTO A CONTRACT WITH GREEN HORIZONS FOR LANDSCAPE MANAGEMENT SERVICES.** Chairman Thomsen stated that Green Horizons was the lowest bid and they would like to continue to offer their services cutting grass around Innsbrook sign. Trustee Stevener would like to correct one item, on page 2, it reads "...The parties agree that eight party..." it should read, "... The parties agree that **either** party...". Motioned by Trustee Stevener, seconded by Trustee Dunn to have the first and second reading of Bill 223 by title only. All Trustees present voted "Aye". Motion passed with a 5-0 vote. Motion was approved. Chairman Thomsen read Bill No. 223 twice by title only. No discussion was had. By roll call vote, Trustee Rust - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Dunn - "Aye", Trustee Thomsen - "Aye". With a 5-0 vote, Bill 223 is enacted as Ordinance 221 of the Village of Innsbrook.

- b. **BILL NO. 224 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, APPROVING THE BOUNDARY ADJUSTMENT OF LOT 16 LOCATED IN INNSBROOK ESTATES PLAT ONE, TO BE KNOWN AS 16 LUCERN ISLAND DRIVE.** Planning and Zoning Commission has recommended approval. Motioned by Trustee Rust, seconded by Trustee Sator to have the first and second reading of Bill 224 by title only. All Trustees present voted "Aye". Motion passed with a 5-0 vote. Motion was approved. Chairman Thomsen read Bill No. 224 twice by title only. No discussion was had. By roll call vote, Trustee Rust - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Dunn - "Aye", Trustee Thomsen - "Aye". With a 5-0 vote, Bill 224 is enacted as Ordinance 222 of the Village of Innsbrook.
- c. **BILL NO. 225 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, APPROVING THE RESUBDIVISION OF LOTS 1759 AND 1761 LOCATED IN INNSBROOK ESTATES PLAT NINETY ONE, TO BE KNOWN AS 1759 TURRACH DRIVE.** Planning and Zoning Commission has recommended approval. Motioned by Trustee Rust, seconded by Trustee Sator to have the first and second reading of Bill 225 by title only. All Trustees present voted "Aye". Motion passed with a 5-0 vote. Motion was approved. Chairman Thomsen read Bill No. 225 twice by title only. No discussion was had. By roll call vote, Trustee Rust - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Dunn - "Aye", Trustee Thomsen - "Aye". With a 5-0 vote, Bill 225 is enacted as Ordinance 223 of the Village of Innsbrook.
- d. Warren County Hazard Mitigation Plan Update - Chairman Thomsen asked the Board of Trustee's to study what is being sent to them and let him or Carla Heggemann know about anything they have questions on.

VOTE TO ADJOURN

Motioned by Trustee Rust, seconded by Trustee Sator, to adjourn the regular meeting. By roll call vote, Trustee Rust - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Dunn - "Aye", Trustee Thomsen - "Aye". Motion passed with a 5-0 vote. Meeting adjourned at 8:54 PM.

I hereby certify that these are the original minutes of the regular meeting of the Board of Trustees held on Tuesday, April 12, 2016.

Carla Heggemann, Village Administrator/Clerk

Date Minutes Approved: 5/10/16


Trish Dunn, Village Board Clerk

(seal)


Attest: Carla Heggemann,
Village Administrator/Clerk