

**VILLAGE OF INNSBROOK**  
**BOARD OF TRUSTEES MEETING AGENDA**

**Tuesday, January 13, 2015 \* 9:00 a.m.**

**Village Hall \* 1835 Highway F**

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Approval of Agenda
- 5) Approval of Regular Meeting Minutes of December 9, 2014
- 6) Public Comments
- 7) Communications, Petitions, Presentations - None
- 8) Chairman/Trustee Announcements/Business and Reports
  - A) Trustee Reports/Requests
    - a) Reifsnider Noise Issue
    - b) Tribute to Veterans Memorial Discussion
    - c) Reappointment of Bob Vogler to the Planning & Zoning Commission (4 year term)
  - B) Planning & Zoning Commission - No January meeting
  - C) Administrator's Report
    - a) Hwy F Shoulder Project Update
    - b) Village Limits and Zoning Map Updates
    - c) Destruction of Village Records
    - d) MML Legislative Conference - February 10 & 11, 2015
    - e) Building Permit Report - 2014
    - f) Village Administrator Position
  - D) Financial Report
    - a) December 2014 Financial Reports
- 9) Legislation
  - A) Bill No. 211 Ord. setting an election on April 7, 2015 to the voters of the Village of Innsbrook to decide whether to forego annual municipal elections for six years if the number of candidates filing equals the number of seats up for election. (Ord. No. 209)
- 10) Final Public Comments
- 11) Adjournment

**Unfinished Business/ Hold**

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

(Next quarterly report March, 2015)

Chris McCormick, Village Administrator

**THE NEXT MEETING OF THE VILLAGE OF INNSBROOK BOARD OF TRUSTEES  
WILL BE TUESDAY, FEBRUARY 10, 2015 at 7:00 p.m.**

\* \* \* \* \*

**1) Call to Order**

Chairman Jeff Thomsen called the Board of Trustees Meeting of the Village of Innsbrook to order at 9:00 a.m. on Tuesday, January 13, 2015.

2) **Pledge of Allegiance**

Chairman Thomsen led the Pledge of Allegiance.

3) **Roll Call**

On roll call the following were present: Trustees Rust, Dowdle, Dunn and Thomsen. Trustee Stevener was absent. Chairman Thomsen announced that a quorum was present for the transaction of business. Also present was Rich McFall and Village Administrator Chris McCormick.

4) **Approval of Agenda**

Trustee Dowdle made a motion to approve the December 9, 2014 agenda, seconded by Trustee Rust. On the motion to approve the agenda a unanimous vote of approval was heard. Motion carried 4 to 0 with one absent.

5) **Approval of Minutes**

Trustee Rust commented that the change of trustee meetings from the second Tuesday at 9:00 a.m. to 7:30 p.m. was not a part of the minutes. Chris McCormick will review the meeting tape to see if the time change was made during the meeting or after the meeting. Trustee Rust said that he would like to see trustee meetings in the evening in the future. Chairman Thomsen noted that the Board had agreed that the trustee meetings from February through May will be at 7:30 p.m. to accommodate his teaching schedule. Any further changes will be discussed at the April trustee meeting after the election and the new Board is certified. After discussion the Board agreed to adjust the meeting times of the trustee meetings from 7:30 p.m. to 7:00 p.m. from February through May.

Trustee Dowdle made a motion to approve the December 9, 2014 minutes, seconded by Trustee Rust. On roll call the Trustees voted: Trustees Rust, Dowdle, Dunn and Thomsen. – Ayes. Nays – none. Trustee Stevener was absent. Motion carried 4 to 0 with one absent.

6) **Public Comments** - None.

7) **Communications, Petitions, Presentations** - None.

8) **Chairman/Trustee Announcements/Business and Reports**

A) **Trustee Reports/Requests**

- a) **Reifsnider Noise Issue** - Chairman Thomsen stated that the Board was provided with an email from Kyle Larimore, Hunter Education & Shooting Range Coordinator for the Missouri Department of Conservation which summarized the conversations between he and Rich McFall on the topic of the State Forest Final Plan and the request of the Innsbrook Board of Trustees for a meeting. Chairman Thomsen questioned the "potential projects at Reifsnider" that Mr. Larimore referred to in his correspondence.

Rich McFall encouraged the Board of Trustees to still schedule a meeting with the state forest managers and the shooting range, which are two separate units within the MO Department of Conservation, of which neither has the resources to manage the 70+ ranges in Missouri. Mr. McFall further stated that the State Forest Management Plan

makes no reference to the Reifsnider Shooting Range. The State Forest Unit has left the management to Mr. Larimore but he does not have the resources. Manning the range would have to come from the State Forestry Unit. Mr. McFall stated that he felt that continued pressure should be placed on the State Forest people to fund and support the shooting range and that a meeting should be held with the State Forest people to present the Plan beyond the shooting range issue. Reifsnider is a wonderful asset to the community and is adjacent to the Village and it would be beneficial to have the Plan presented publicly. Mr. McFall requested that the Board extend the invitation for the presentation of that Plan.

Mr. McFall also was concerned with the unpermitted activity of silhouette targets and litter at the shooting range as addressed in the photos that he provided. Manning the shooting range on the weekends could eliminate some of the issues.

Chairman Thomsen said the Board addresses concerns of the citizens and the Board does not take political positions on such matters. It will take more concerned citizens to lodge complaints to get action from the MO Department of Conservation. The Board will consider having a public meeting whereby the State Forest Unit could present the 10 year Plan. Chairman Thomsen will speak with Charlie Boyce about spearheading a public meeting at the Innsbrook Conference Center.

Mr. McFall questioned if when the Library District came to the Board meeting to discuss the tax increase for the Library District if there was discussion of merging of libraries. The Board did not believe that merging was discussed but it was stated that the taxes from Warren County would remain in Warren County.

- b) **Tribute to Veterans Memorial Committee** - Chris McCormick reported that \$75.00 was received in donations from Innsbrook residents for the Tribute to Veterans Memorial Committee. Trustee Dunn made a motion that the Village of Innsbrook contribute \$100.00 to the Tribute to Veterans Memorial Committee, seconded by Trustee Rust. Motion carried. The \$75.00 donation check along with the Village's \$100.00 check will be forwarded to the Tribute to Veterans Memorial Committee.
- c) **Reappointment of Bob Vogler to the Planning & Zoning Commission** - Chris McCormick contacted Bob Vogler whose term on the Planning and Zoning Commission expires in February 2015. Mr. Vogler has agreeable to being reappointed. Trustee Dowdle made a motion to reappoint Bob Vogler to the Planning and Zoning Commission, in the capacity of engineer, for a term expiring on February 8, 2019, seconded by Trustee Rust. On roll call the following votes were heard: Trustees Rust, Dowdle, Dunn and Thomsen - Ayes. Nays - none. Motion carried 4 - 0 with 1 absent.

## **B) Planning and Zoning Commission - No January Meeting**

## **C) Administrator's Report**

- a) **Hwy. F Shoulder Project** - Allan Erdman advised that NB West will be conducting the final work on the punch list items on Thursday, January 15, 2015 beginning at 7:30 a.m.



Trustee Rust had concern that spreading the rock on frozen ground was not acceptable with MODOT specifications. Chris McCormick will contact Allan Erdman and MODOT regarding Trustee Rust's concern and advise the Board. Trustees Rust and Thomsen will overlook the work on the Hwy. F Shoulder Project area in the late afternoon of January 15th.

Once the construction and repair work is completed and approved by MODOT the project area will be the responsibility of MODOT for maintenance.

- b) **Village Limits and Zoning Map Updates:** Chris McCormick provided the Board with a draft "village limits" map showing all of the parcels. A quote from Mike Sutherland for Boonslick doing the map was \$600.00. The Board was agreeable to have Krishna from Boonslick Regional Planning proceed with one map showing the parcel data, zoning and village boundaries.
- c) **Destruction of Village Records** – Chris McCormick provided the Board with a list of documents that have been purged and meet the requirements for destruction in the Missouri Records Retention Schedule. Trustee Dowdle made a motion to allow the Village Administrator to destroy records as allowed under state law, seconded by Trustee Rust. A unanimous vote of approval was heard. Motion carried.

CONTENTS	Years	Retention Yrs.
Recordings of Trustee and P&Z Meetings	2013	1 year
Bank Statements (Motor Fuel and General Fund)	2010-2011	1 year after audit
Paid Invoices	2010-2011	Destroy after audit
Deposit Slips	July, 2010 - Oct, 2012	1 year after audit
Warren County Tax Books	2007-2008	6 years
Unemployment Reports	2008-2009	5 years
Quarterly 941 tax payments	2008-2009	5 years
Check stubs	2010	1 year after audit
Board of Trustees Meeting backup information	2012	2 years for reference
Boonslick Regional Planning Miscellaneous Information	2009-2010	No retention schedule
Solar Light Grant - denied	2010	1 year after denial
Firearm Agreement - Kevin Kuhlmann	2008	5 years

Rich McFall questioned if the Village had ever considered offering a shredding day to residents. Mr. McFall will check with Charlie Boyce on this service.

- d) **MML Legislative Conference - February 10 & 11, 2015** - Trustee Dunn stated that she may attend the Legislative Conference and will make her own arrangements.
- e) **Building Permit Report - 2014** - The building report for the year 2014 was provided to the Board.
- f) **Administrator Position** - Chris McCormick, in preparing for her retirement, asked the Board to consider the number of hours, salary range, etc. for the position which will be advertised on the Village website, in the Warren County Record and through the MO City Clerks Association. The Board was agreeable to keeping the position part time with the Village Hall open three days a week. There was discussion of training for up to two weeks depending upon how qualified the applicant is, 24-32 hours/wk, benefits and hourly range of \$12 - \$15/hr will be negotiable. Municipal government experience preferred. Resumes to be sent to the Village Hall.

The Board was agreeable that Chris McCormick could attend the Spring Conference in Columbia, Mo in March, 2015.

#### **Miscellaneous -**

- **April Trustee Election** - Presently only three (Thomsen, Dunn, Rust) have filed for the three trustee positions. Filing ends on January 20th at 5:00 p.m. The ballot needs to be certified by January 27th.

**D) Financial Report** - The Board was provided with the December financial reports. The 6 month Financial Statement required by statute will be published in the Warren County Record on January 15, 2015.

#### **9) Legislation-**

**A) Bill No. 211 - Ord. setting an election on April 7, 2015 to the voters of the Village of Innsbrook to decide whether to forego annual municipal elections for six years if the number of candidates filing equals the number of seats up for election. (Ord. No. 209)**

Chairman Thomsen stated that Bill No. 211 will allow the legislation to be placed on the April 7th ballot. The wording is directly taken from the state statute which allows cities/villages with a population under 1,000 to not have an election if the number of candidates and number of seats are equal. This will save the smaller cities the cost of an election. Prior to the meeting Trustee Stevener had questioned the 6 year sunset clause, however, the allowance of foregoing the election if the number of candidates equals the number of seats is in the statute language.

Trustee Rust make a motion that Bill No. 211, An Ordinance setting an election on April 7, 2015 for the qualified voters of the Village of Innsbrook, Missouri, to decide whether to forego annual municipal elections for six years if the number of candidates filing equals the number of seats up for election in accordance with Section 115.124 Revised Statutes of Missouri, seconded by Trustee Dowdle be read two times by title only, seconded by Trustee Rust. Motion carried and Bill No. 211 was read for the 1st and 2nd time by Chairman Thomsen and placed before the Board for adoption. Trustee Dowdle made a motion to adopt Bill No. 211, seconded by Trustee Rust. With no questions or comments the following votes were heard: Trustees Rust, Dowdle, Dunn, and

Thomsen – Ayes. Nays – none. Motion carried 4 to 0 with one absent. Bill No. 211 became Ordinance No. 209.

10) **Final Public Comments** - None.

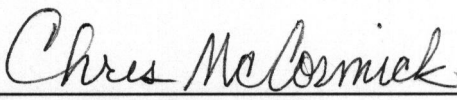
11) **Adjourn** – Trustee Dowdle moved to adjourn the meeting, seconded by Trustee Rust. A unanimous voice vote of those present was heard. Motion carried.

The meeting adjourned at 10:20 a.m.

Chris McCormick, Village Administrator

Minutes Approved: 2-10-2015

  
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Jerry Rust, Village Clerk

  
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Attest: Chris McCormick,  
Village Administrator /Clerk