



VILLAGE OF INNSBROOK
BOARD OF TRUSTEES MEETING AGENDA

Tuesday, June 9, 2015 * 7:30 p.m.
Village Hall * 1835 Highway F

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Approval of Agenda
- 5) Approval of Minutes of May 12, 2015 Meeting
- 6) Public Comments
- 7) Communications, Petitions, Presentations
 - A) David Buck - Wright City RII Superintendent
 - B) Oath of Office to new Administrator/City Clerk Carla Heggemann
- 8) Public Hearing on 2015-2016 Budget for the Village of Innsbrook
- 9) Chairman/Trustee Announcements/Business and Reports
 - A) Trustee Reports/Requests
 - B) Planning & Zoning Commission -No June meeting
 - C) Administrator's Report
 - a) Unfinished/Hold Items
 - BHS/Landfill Area
 - Complaint Properties
 - Animal Shelter
 - Septic Issues
 - Dry Hydrants
 - Reifsnider Noise/Mtg Issue
 - b) Board of Adjustment Vacancy
 - c) MML Elected Officials Conference - June 11 & 12, 2015 - Columbia, MO
 - D) Financial Report
 - a) May 2015 Financial Reports
- 10) Legislation
 - A) Bill No. 216 Ord. executing an agreement with Christopher B. Graville as Village Attorney and Prosecuting Attorney for the 2015-2016 fiscal year. (Ord. No. 214)
 - B) Bill No. 217 Ord. authorizing an agreement with Carla Heggemann to serve as Administrator/ City Clerk for the Village of Innsbrook for the 2015-2016 fiscal year. (Ord. No. 215)
 - C) Bill No. 218 Ord. amending the 2014-2015 Budget. (Ord. No. 216)
 - D) Bill No. 219 Ord. adopting the 2015-2016 Budget. (Ord. No. 217)
- 11) Final Public Comments
- 12) Adjournment

<p>Unfinished Business/ Hold</p> <ul style="list-style-type: none">• BHS/Landfill Area• Complaint Properties• Animal Shelter• Septic Issues• Dry Hydrants• Reifsnider Noise/Mtg Issue• (Next quarterly report Sept., 2015)

Carla Heggemann, Village Administrator r

THE NEXT MEETING OF THE VILLAGE OF INNSBROOK BOARD OF TRUSTEES
WILL BE TUESDAY, JULY 14, 2015 at 7:30 p.m.

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The June 9, 2015 regular meeting of the Innsbrook Board of Trustees was held at Innsbrook Village Hall and called to order at 7:30 PM with Chairman Jeff Thomsen, presiding. Chairman Thomsen let the Pledge of Allegiance. On Roll Call,

Trustees Jerry Rust, Bob Dowdle, Tom Stevener, Trish Dunn and Chairman 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 Chris McCormick, Wright City Superintendent David Buck, Bob & Mary Lynn Soderholm, Jean Jarchow, Stan Price, Bob Vogler, Ed McCormick, Carla Heggemann, Addam Ayala, Denise Heggemann & Susie Heggemann.

APPROVAL OF AGENDA

Chairman Thomsen asked for a motion to approve the June 9, 2015 agenda. Motioned by Trustee Dowdle, seconded by Trustee Stevener, to approve the agenda. All Trustees present voted "Aye". Motion passed with a 5-0 vote. Agenda was approved.

APPROVAL OF MINUTES

Motioned by Trustee Stevener, seconded by Trustee Dowdle to approve minutes from the May 12, 2015 Meeting. All Trustees present voted "Aye". Motion passed with a 5-0 vote. Minutes were approved.

PUBLIC COMMENT

None at this time.

COMMUNICATIONS, PETITIONS, PRESENTATIONS

- A. David Buck - Wright City RII Superintendent-** David thanked the Board for letting him stop by and introduce himself. David has been part of the community for ten years and has been the Wright City Assistant Superintendent the last seven years before becoming the new Superintendent. David passed out some information on how the past school year finished up and thanked Bob Soderholm for his help with the Robotics team. An Early Childhood center will be opening up in July of this year on Bell Road serving one hundred children of the area. David passed out his card and let everyone know if they had any questions or concerns to let him know.
- B. Oath of Office to New Administrator/City Clerk Carla Heggemann -** Chris McCormick issued the oath of office to the new Village Administrator/Clerk Carla Heggemann.
- C. Recognition of Chris McCormick -** Chairman Thomsen stated that Chris McCormick is retiring from the Village of Innsbrook and presented Chris with an American flag that was flown over the US Capital in honor of her retirement. Chairman Thomsen stated that since August 2009, when Chris began with the Village of Innsbrook, she has accomplished many great things. Chris has worked with many organizations to keep the Village of Innsbrook part of the surrounding communities. One example is Boonslick Regional Planning Commission, attending their meetings and getting involved with their activities. Chris has been a member of the Missouri City Clerks and Finance Officers Association (MoCCFOA) for many years and has satisfied their requirements to become a certified Village Administrator. The Hwy F shoulder project has been accomplished during Chris' time as Village Administrator where she worked tirelessly with MoDOT, the Engineering Firm and Contractor to keep things running smoothly as best we could. Chairman Thomsen read a couple emails from individuals who could not attend the meeting, Chuck & Pam Blossom, Peggy Morris and Les Beechle all sent well wishes on Chris' retirement. Chairman Thomsen then presented a plaque to Chris from the Board of Trustees in recognition of her outstanding service with the Village of Innsbrook. Chris McCormick thanked the Board of Trustees for making her job so much fun and so easy these past six years. Bob Soderholm thanked Chris on behalf of the Planning and Zoning Commission for everything she has done for them. Stan Price thanked Chris for what she has done for the community in her time with Innsbrook. Tom Stevener also thanked Chris for being such a great Administrator. Chris thanked everyone again and Chairman Thomsen invited everyone to cake and lemonade before continuing with the meeting.

PUBLIC HEARING ON 2015-2016 BUDGET

Chairman Thomsen opened the public hearing and stated that the public hearing was advertised in the Warren County Record on May 28, 2015. A brief overview of the 2015-2016 budget was given. There were no comments or questions concerning the 2015-2016 Budget. Motioned by Trustee Dowdle, seconded by Trustee Stevener to close the public hearing. All Trustees present voted "Aye". Motion passed with a 5-0 vote. Public hearing was closed.

CHAIRMAN/TRUSTEE ANNOUNCEMENTS/BUSINESS AND REPORTS

A. Trustee Reports/Requests - None at this time.

B. Planning & Zoning Commission - No June Meeting.

C. Administrator's Report -

1. Unfinished/Hold Items -

- a. BHS/Landfill Area - Email reply from Bruce Morrison of EPA "The BHS Group will be collecting Groundwater Samples and leachate samples this week. Fence repairs are current and the cap is in good shape. The group is doing some good work, but no enforceable agreement has been reached. We will continue to work towards getting a consent order signed." Chris stated that it is at least progressing.
 - b. Complaint Properties - Property on Walkers Way is in pretty good shape, the weeds have been removed from building. Still needs to stay on list, but has shown signs of improvement.
 - c. Animal Shelter - Trustee Dowdle stated that they are supposed to meet with the Police Chief of Warrenton to see if they can take over the Warrenton shelter since its already existing and in a good location. At the current time that shelter only services the residents of Warrenton.
 - d. Septic Issues - No response from City Attorney Chris Graville to date. Carla will send him an email reminder before next meeting.
 - e. Dry Hydrants- Emailed Mike Owenby and no response yet. Will have to follow up on this.
 - f. Reifsnider Noise Issue - Chris read an email received from Kyle Larimore that stated they will listen to all questions or concerns, but will not be holding a public meeting at this time. An email will be sent to Rich McFall updating him on the issue.
- 2. Board of Adjustment Vacancy -** Mike Schreiner's term on the Board of Adjustment expires on July 1, 2015. I spoke with Mr. Schreiner and due to failing health he requested that he not be reappointed to the Board of Adjustment. The Board will need to find a replacement for this vacancy. Chairman Thomsen will contact Stan Price to see if he would be interested.
- 3. MML Elected Officials Conference -** Chris previously forwarded information to the Board on the MML Elected Officials Conference in Columbia, MO on June 11 and 12th. No one will be attending this year.
- 4. Miscellaneous -**
- a. Amended June Calendar and new July Calendar were provided in the Boards packets. Prior to accepting this position Carla Heggemann did have a vacation already planned for the end of July which is indicated on the calendar.
 - b. Regarding the Stewart Lawsuit, the Village received "Village of Innsbrook's Answers and Objections to Plaintiffs' First Set of Interrogatories" from Attorney Clithero which have been reviewed by Chris Graville and Jeff Thomsen. A couple suggestions on changes were made by Chairman Thomsen.
 - c. "Street Not Thru" sign has been installed on Oakwood Estates Drive.

D. Financial Report -

- a. **May 2015 Financial Reports -** The May financial reports were provided to the Board without comment.

LEGISLATION

- A. BILL NO. 216 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, AUTHORIZING THE CHAIRMAN OF THE BOARD OF TRUSTEES TO EXECUTE AN AGREEMENT WITH CHRISTOPHER B. GRAVILLE FOR SERVICES AS VILLAGE ATTORNEY AND VILLAGE PROSECUTING ATTORNEY.** Motioned by Trustee Dowdle, seconded by Trustee Rust and unanimously carried, to approve the first and second reading of Bill 216 by title only. Chairman Thomsen performed the first and second reading. Motioned by Trustee Stevener, seconded by Trustee Rust, to pass Bill 216 into Ordinance 214. By roll call vote, Trustee Rust "Yes", Trustee Dowdle "Yes", Trustee Stevener "Yes", Trustee Dunn "Yes", Trustee Thomsen "Yes". 5 Yes, 0 No, motion passed. Bill 216 is enacted as Ordinance 214 of the Village of Innsbrook.

- B. BILL NO. 217 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, AUTHORIZING THE CHAIRMAN OF THE BOARD OF TRUSTEES TO EXECUTE AN AGREEMENT WITH CARLA HEGGEMANN FOR SERVICES AS VILLAGE ADMINISTRATOR/CLERK BEGINNING ON JULY 1, 2015 AND ENDING ON JUNE 30, 2016.** Motioned by Trustee Dowdle, seconded by Trustee Rust and unanimously carried, to approve the first and second reading of Bill 217 by title only. Chairman Thomsen performed the first and second reading. Motioned by Trustee Dowdle, seconded by Trustee Rust, to pass Bill 217 into Ordinance 215. By roll call vote, Trustee Rust "Yes", Trustee Dowdle "Yes", Trustee Stevener "Yes", Trustee Dunn "Yes", Trustee Thomsen "Yes". 5 Yes, 0 No, motion passed. Bill 217 is enacted as Ordinance 215 of the Village of Innsbrook.
- C. BILL NO. 218 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK TO AMEND THE BUDGET FOR THE 2014-2015 FISCAL YEAR.** Motioned by Trustee Stevener, seconded by Trustee Rust and unanimously carried, to approve the first and second reading of Bill 218 by title only. Chairman Thomsen performed the first and second reading. Chris McCormick clarified that this is to bring the budget in balance with the actual amounts of the Budget. Motioned by Trustee Dowdle, seconded by Trustee Rust, to pass Bill 218 into Ordinance 216. By roll call vote, Trustee Rust "Yes", Trustee Dowdle "Yes", Trustee Stevener "Yes", Trustee Dunn "Yes", Trustee Thomsen "Yes". 5 Yes, 0 No, motion passed. Bill 218 is enacted as Ordinance 216 of the Village of Innsbrook.
- D. BILL NO. 219 - AN ORDINANCE ADOPTING THE BUDGET FOR THE VILLAGE OF INNSBROOK FOR THE FISCAL YEAR BEGINNING JULY 1, 2015 AND ENDING ON JUNE 30, 2016.** Motioned by Trustee Stevener, seconded by Trustee Dowdle and unanimously carried, to approve the first and second reading of Bill 219 by title only. Chairman Thomsen performed the first and second reading. Motioned by Trustee Dowdle, seconded by Trustee Rust, to pass Bill 219 into Ordinance 217. By roll call vote, Trustee Rust "Yes", Trustee Dowdle "Yes", Trustee Stevener "Yes", Trustee Dunn "Yes", Trustee Thomsen "Yes". 5 Yes, 0 No, motion passed. Bill 219 is enacted as Ordinance 217 of the Village of Innsbrook.

FINAL PUBLIC COMMENTS

None at this time.

VOTE TO ADJOURN

Motioned by Trustee Stevener, seconded by Trustee Rust, to adjourn the meeting. All Trustees present voted "Aye". Motion passed with a 5-0 vote. Meeting adjourned at 8:45 PM.

I hereby certify that these are the original minutes of the regular meeting of the Board of Trustees held on Tuesday, June 9, 2015.

Date Minutes Approved: 07/14/2015

Trish Dunn
Trish Dunn, Village Clerk
Board

Carla Heggemann, Village Administrator

Carla Heggemann
Attest: Carla Heggemann,
Village Administrator/Clerk

*CORRECTIONS MADE 7-14-15
PRIOR TO BOARD APPROVAL