

# VILLAGE OF INNSBROOK BOARD OF TRUSTEES MEETING MINUTES

Innsbrook Village Hall  
1835 Highway F  
Tuesday, August 08, 2017, 5:00 PM

## AGENDA

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
- 5) APPROVAL OF MINUTES
  - a. Regular Meeting: July 11, 2017
- 6) **PUBLIC HEARING - 2017 Tax Levy**
- 7) PUBLIC COMMENTS  
(Citizens who have concerns or remarks on Village matters may speak at this time.)
- 8) COMMUNICATIONS/PETITIONS/PRESENTATIONS
- 9) BOARD OF TRUSTEES COMMENTS
- 10) CHAIRMAN'S COMMENTS, REPORTS, APPOINTMENTS
- 11) DEPARTMENT REPORTS:
  - a. Financial Report
    - i. Bills of The Month
  - b. Administrator's Report
  - c. Planning & Zoning Commission
- 12) UNFINISHED BUSINESS:
  - a. September 2017 Board of Trustees Meeting Date Change
  - b. Request For Exemption For Special Community Event Noise
    - i. Charrette Creek Commons - Weekly Concerts July 15 through September 2, 2017
- 13) NEW BUSINESS:
  - a. **BILL NO. 246 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, TO ESTABLISH A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL INTERESTS FOR CERTAIN MUNICIPAL OFFICIALS. (ORD 244)**
  - b. 2017 Audit Services Bid Approval
  - c. **BILL NO. 247 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, AUTHORIZING THE CHAIRMAN OF THE BOARD OF TRUSTEES TO EXECUTE AN AGREEMENT FOR AUDITING SERVICES. (ORD 245)**
  - d. **BILL NO. 248 - AN ORDINANCE LEVYING AND ESTABLISHING THE RATE OF ANNUAL TAXATION FOR THE YEAR 2017 ON ALL PROPERTY WITHIN THE VILLAGE OF INNSBROOK, WARREN COUNTY, MISSOURI AND PROVIDING FOR THE EXTENSION OF SAID TAXES ON THE BOOKS OF THE COLLECTOR BY THE COUNTY CLERK OF WARREN COUNTY, MISSOURI (ORD 246)**
- 14) VOTE TO ADJOURN

### Unfinished Business/ Hold Items

- BHS/Zykan Landfill Area
- Animal Shelter
- Dry Hydrants
- Internet Speeds  
(Next quarterly report Sept 2017)

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## MINUTES

The August 8, 2017 regular meeting of the Innsbrook Board of Trustees was held at Innsbrook Village Hall and called to order at 5:00 PM with Village Board Chairman Jeff Thomsen presiding. Chairman Thomsen led the Pledge of Allegiance. Upon Roll Call, Trustees Trish Dunn, Jerry Rust, Ted Sator, Tom Stevener 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; Charlie Boyce, Greg Nissing and Duke Haydon with Innsbrook Corporation; Keith & Janice Wolters (2489); Kathleen Kremer & Rich McFall (2210); Jim & Pat Teeple (106); Nancy Pound & Carol Cole (473); Jim Hebeisen (142); Bryant & Suzi Marketa Campbell (2122); and State Representative Bryan Spencer.

#### APPROVAL OF AGENDA

Chairman Thomsen suggested adding the appointment of Allen Huddleston as Chairman of the Planning and Zoning Commission to the agenda and asked for a motion to approve the August 8, 2017 agenda with that addition. Motioned by Trustee Dunn, seconded by Trustee Rust, to approve the agenda with addition. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote.

#### APPROVAL OF MINUTES

Chairman Thomsen asked for comments, corrections or suggestions to the minutes. Being none, Chairman Thomsen asked for a motion to approve the July 11, 2017 meeting minutes. Motioned by Trustee Stevener, seconded by Trustee Rust to approve minutes from the Regular Meeting on July 11, 2017. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote.

#### PUBLIC HEARING

Chairman Thomsen opened the Public Hearing for proposed tax rates for 2017 at 5:03pm. The tax rate shall be set to produce substantially the same revenues, which the budget for the fiscal year beginning July 1, 2017 shows to be required from property tax. Each tax rate is determined by dividing the amount of revenue required by the current assessed valuation. The result is multiplied by 100 so the tax rate will be expressed in cents per \$100 valuation. The proposed tax rate on Real Estate for 2017 (per \$100) Valuation is 0.1272. With no public comment, Chairman Thomsen closed the Public Hearing at 5:04pm.

#### PUBLIC COMMENTS

Charlie Boyce made a statement to the public in attendance regarding the sewer contamination at Charrette Creek. Richard McFall questioned if the Village of Innsbrook not have responsibility to learn of and inform residents of hazards to our public health and safety, especially those occurring in the environment knowing that we spend so much time outdoors in our lakes and along our streams.

Duke Haydon stated that signs were posted along Charrette Creek in the locations DNR advised Innsbrook Corporation to do so.

Bryan Spencer updated those in attendance about toll roads and other issues currently in the House.

#### COMMUNICATIONS, PETITIONS, PRESENTATIONS

None at this time.

#### BOARD OF TRUSTEES COMMENTS

Trustee Rust made a public apology to Trustee Dunn regarding comments made at the previous month's meeting. Trustee Sator read complaints received from property owners pertaining to potential sewage contamination in Lakes and surrounding areas.

Trustee Dunn questioned what the Village could do about the sewage issues moving forward. Suggested Village Attorney Chris Graville be contacted about the communication issues between the Village and Innsbrook Corporation. Trustee Dunn removed herself from the meeting at 6:10pm due to her not feeling well. A quorum was still present after her departure.

#### CHAIRMAN'S COMMENTS, REPORTS, APPOINTMENTS

Chairman Thomsen asked for a motion to appoint Allen Huddleston as Chairman of the Planning and Zoning Commission. Motioned by Trustee Rust, seconded by Trustee Stevener, to appoint Allen Huddleston Chairman of Planning and Zoning Commission. By roll call vote, Trustee Dunn - Absent, Trustee Rust - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". All Trustees present voted "Aye". Motion passed and approved with a 4-0 vote.

#### DEPARTMENT REPORTS

- a. Financial Report - The financial report and the bills of the month were distributed and viewed by all Trustees in attendance. Motioned by Trustee Stevener, seconded by Trustee Rust to approve the financial report and pay all the bills of the month. All Trustees present voted "Aye". Motion passed and approved with a 4-0 vote.

- b. Administrator's Report - Carla Heggemann presented her Administrator Report to the Board of Trustees.
- c. Planning and Zoning Commission - A meeting was not held on August 2, 2017. Bob Soderholm has resigned from the Planning and Zoning Commission.

UNFINISHED BUSINESS:

- a. September Trustees Meeting Date Change - The regular scheduled Board of Trustees meeting date is September 12, 2017. Carla Heggemann will be at the MML Conference in Osage Beach, MO during that time. After some discussion, it was decided to cancel the September meeting. Next scheduled meeting will be October 10, 2017.
- b. Request For Exemption For Special Community Event Noise
  - i. Charrette Creek Commons; Weekly Concerts June 24 through September 2, 2017 - Innsbrook Corporation submitted request for noise events. The first concerts were approved with conditions to measure noise levels and re-evaluate at this meeting, August 8, 2017. Chairman Thomsen proposed to grant exemption for this year's concert series. Noise levels shall not exceed 85-90 dBa and Innsbrook Corporation must require bands stay in that range or they cannot come back in the future. Motioned by Trustee Stevener, seconded by Trustee Sator to ~~sign~~ the noise exemption with the provisions Chairman Thomsen proposed. All Trustees present voted "Aye". Motion passed and approved with a 4-0 vote.

(CA) Approve

NEW BUSINESS:

- a. **BILL NO. 246 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, TO ESTABLISH A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL INTERESTS FOR CERTAIN MUNICIPAL OFFICIALS. (ORD 244)** Motioned by Trustee Rust, seconded by Trustee Stevener to have the first and second reading of Bill No. 246 by title only. All Trustees present voted "Aye". Motion passed and approved with a 4-0 vote. Chairman Thomsen read Bill No. 246 twice by title only. Chairman Thomsen opened the floor for discussion, there being none, motioned by Trustee Stevener, seconded by Trustee Rust to enact Bill No. 246 as Ordinance No. 244. By roll call vote, Trustee Dunn - Absent, Trustee Rust - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". With a 4-0 vote, Bill No. 246 is enacted as Ordinance No. 244 of the Village of Innsbrook, Missouri.
- b. 2017 Audit Services Bid Approval - A bid opening was held on Tuesday, August 1, 2017 at 12:00pm. Two sealed proposals for the Village Audit for the year ended June 30, 2017 were received via USPS and opened at the bid opening. Bates CPA's, St. Charles, MO submitted a bid for \$5,775 with consultation at \$125 per hour. Spinner & Kummer P.C., St. Louis, MO submitted a bid for \$3,900. Proposals were distributed to the Trustees for review prior to this meeting. Motioned by Trustee Sator, seconded by Trustee Rust approving Chairman Thomsen to enter into an agreement with Spinner & Kummer, P.C. in the amount of \$3,900 for 2017 Audit Services. By roll call vote, Trustee Dunn - Absent, Trustee Rust - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". Motion passed and approved with a 4-0 vote.
- c. **BILL NO. 247 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK, MISSOURI, AUTHORIZING THE CHAIRMAN OF THE BOARD OF TRUSTEES TO EXECUTE AN AGREEMENT FOR AUDITING SERVICES. (ORD 245)** Motioned by Trustee Stevener, seconded by Trustee Rust to have the first and second reading of Bill No. 247 by title only. All Trustees present voted "Aye". Motion passed and approved with a 4-0 vote. Chairman Thomsen read Bill No. 247 twice by title only. Chairman Thomsen opened the floor for discussion, there being none, motioned by Trustee Stevener, seconded by Trustee Rust to enact Bill No. 247 as Ordinance No. 245. By roll call vote, Trustee Dunn - Absent, Trustee Rust - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". With a 4-0 vote, Bill No. 247 is enacted as Ordinance No. 245 of the Village of Innsbrook, Missouri.
- d. **BILL NO. 248 - AN ORDINANCE LEVYING AND ESTABLISHING THE RATE OF ANNUAL TAXATION FOR THE YEAR 2017 ON ALL PROPERTY WITHIN THE VILLAGE OF INNSBROOK, WARREN COUNTY, MISSOURI AND PROVIDING FOR THE EXTENSION OF SAID TAXES ON THE BOOKS OF THE COLLECTOR BY THE COUNTY CLERK OF WARREN COUNTY, MISSOURI (ORD 246)** Motioned by Trustee Rust, seconded by Trustee Stevener to have the first and second reading of Bill No. 248 by title only. All Trustees present voted "Aye". Motion passed and approved with a 4-0 vote. Chairman Thomsen read Bill No. 248 twice by title only. Chairman Thomsen opened

the floor for discussion, there being none, motioned by Trustee Rust, seconded by Trustee Stevener to enact Bill No. 248 as Ordinance No. 246. By roll call vote, Trustee Dunn - Absent, Trustee Rust - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". With a 4-0 vote, Bill No. 248 is enacted as Ordinance No. 246 of the Village of Innsbrook, Missouri. The tax rate on Real Estate for 2017 (per \$100) Valuation is 0.1272.

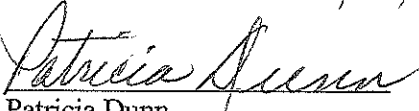
VOTE TO ADJOURN

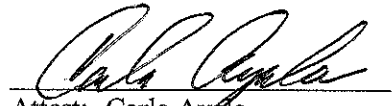
Motioned by Trustee Rust, seconded by Trustee Stevener, to adjourn the regular meeting. All Trustee's present voted "Aye". Motion passed with a 4-0 vote. Meeting adjourned at 6:45 PM.

I hereby certify that these are the original minutes of the regular meeting of the Board of Trustees held on Tuesday, August 8, 2017.

Carla Ayala (Heggemann), Village Administrator/Clerk

Date Minutes Approved: 10/10/2017

  
Patricia Dunn,  
Village Board Clerk

  
Attest: Carla Ayala,  
Village Administrator/Clerk

(seal)

