

# VILLAGE OF INNSBROOK BOARD OF TRUSTEES MEETING MINUTES

Innsbrook Village Hall  
1835 Highway F  
Tuesday, January 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, January 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: December 8, 2015
- 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
- 8) BOARD OF TRUSTEES COMMENTS
- 9) CHAIRMAN'S COMMENTS, REPORTS, APOINTMENTS
- 10) DEPARTMENT REPORTS:
  - a. Financial Report
    - i. Bills of The Month
  - b. Administrator's Report
    - i. Quarterly Building Permit Report
  - c. Planning & Zoning Commission
- 11) UNFINISHED BUSINESS:
  - a. **BILL NO. 222 - AN ORDINANCE PROVIDING FOR SUBMISSION OF A PROPOSAL TO DISCONTINUE APPLICATION AND COLLECTION OF THE LOCAL SALES TAX ON THE TITLING OF MOTOR VEHICLES, TRAILERS, BOATS AND OUTBOARD MOTORS THAT WERE PURCHASED FROM A SOURCE OTHER THAN A LICENSED MISSOURI DEALER TO THE QUALIFIED VOTERS OF THE VILLAGE OF INNSBROOK FOR THIS APPROVAL AT THE GENERAL ELECTION CALLED AND TO BE IN THE VILLAGE OF INNSBROOK ON APRIL 5, 2016.**
  - b. Formal Complaint Form
- 12) NEW BUSINESS:
  - a. Carla Heggemann - Six Month Review
- 13) VOTE TO ADJOURN

### **Unfinished Business/ Hold Items**

- BHS/Landfill Area
  - Complaint Properties
  - Animal Shelter
  - Septic Issues
  - Dry Hydrants
  - Internet Speeds
- (Next quarterly report March 2016)

## MINUTES

The January 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, Trish Dunn and Jeff Thomsen were present. Trustee Tom Stevener was Absent. 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; Jim & Cindy Bowers (L2461); Ted Sator (L154); Rich McFall (L2210); Addam Ayala.

#### APPROVAL OF AGENDA

Chairman Thomsen asked for a motion to approve the January 12, 2016 agenda. Motioned by Trustee Dowdle, seconded by Trustee Rust, to approve the agenda with corrections made. All Trustees present voted "Aye". Motion passed with a 4-0 vote. Motion was approved.

#### APPROVAL OF MINUTES

Motioned by Trustee Dowdle, seconded by Trustee Rust to approve minutes from the Regular December 8, 2015 Meeting. All Trustees present voted "Aye". Motion passed with a 4-0 vote. Motion was approved.

#### PUBLIC COMMENT

Rich McFall questioned if the Village of Innsbrook is still interested in helping get internet speeds updated in this area. Chairman Thomsen stated that we will work together on a solution it is just taking some time. Hoping to get Boonslick and Warren County Commissioners to work with us also.

#### COMMUNICATIONS, PETITIONS, PRESENTATIONS

None at this time.

#### BOARD OF TRUSTEES COMMENTS

Trustee Dunn attended a meeting regarding the proposed I-70 Toll Road and addressed the Board on her findings.

#### CHAIRMAN'S COMMENTS, REPORTS, APOINTMENTS

None at this time.

#### 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 Dowdle, seconded by Trustee Rust to approve financial report and pay all bills of the month. All Trustees present voted "Aye". Motion passed with a 4-0 vote. Motion was approved.
- b. Administrator's Report -
  - i. Quarterly Building Report - The 4th quarter building report was submitted to the Trustee's with 11 total building permits issued from October through December 2015. This makes a total of 53 building permits issued by the Village of Innsbrook in 2015.
  - ii. Carla Heggemann discussed the purchase of QuickBooks Payroll Subscription which is estimated to cost \$273 the first year and approximately \$390 per year after the first year. This would make it possible for Carla to create and print W-2 forms and 1099 Forms in house as well as save time on payroll and quarterly tax preparation. With the subscription, the Village would stay current on tax rates as they are always being updated. The previous four years the Village of Innsbrook has spent an average of \$253 per year on Accountant fees to create these forms which could be discontinued if the payroll subscription is purchased. Motioned by Trustee Dowdle, seconded by Trustee Rust to approve payroll subscription for one year and review the renewal before renewing the subscription next year. By Roll Call Vote, Trustee Rust - "No", Trustee Dowdle - "Aye", Trustee Dunn - "Aye", Trustee Thomsen - "Aye". Motion passed with a 3-1 vote. Motion was approved.
- c. Planning and Zoning Commission - Meeting was canceled on January 6, 2016. Trustee Rust stated that he had a meeting with BrickKickers this past month. The cost of inspection would cost \$275-300 each visit as of an estimate a couple years ago. This will be revisited next meeting.

#### UNFINISHED BUSINESS:

- a. **BILL NO. 222 - AN ORDINANCE PROVIDING FOR SUBMISSION OF A PROPOSAL TO DISCONTINUE APPLICATION AND COLLECTION OF THE LOCAL SALES TAX ON THE TITLING OF MOTOR VEHICLES, TRAILERS, BOATS AND OUTBOARD MOTORS THAT WERE PURCHASED FROM A SOURCE OTHER THAN A LICENSED MISSOURI DEALER TO THE QUALIFIED VOTERS OF THE VILLAGE OF INNSBROOK FOR THIS APPROVAL AT THE GENERAL ELECTION CALLED AND TO BE IN THE VILLAGE OF INNSBROOK ON APRIL 5, 2016.** Chairman Thomsen explained Bill 222 to the Trustees. Motioned by Trustee Dowdle, seconded by

Trustee Rust to have the first and second reading of Bill 222 by title only. All Trustees present voted "Aye". Motion passed with a 4-0 vote. Motion was approved. Chairman Thomsen read Bill No. 222 twice by title only. By roll call vote, Trustee Rust - "Aye", Trustee Dowdle - "Aye", Trustee Dunn - "Aye", Trustee Thomsen - "Aye". With a 4-0 vote, Bill 222 is enacted as Ordinance 220 of the Village of Innsbrook.

- b. Formal Complaint Form - Carla Heggemann submitted a Resident Complaint form for the Trustees to review. The Trustee's unanimously approved the Resident Complaint Form. The form will be available on the Village of Innsbrook website as well as at Village Hall.

NEW BUSINESS:

- a. **Carla Heggemann, Six Month Review** - Chairman Thomsen stated that the Board of Trustee's would like to go into an Executive Session to discuss personnel.

VOTE TO ADJOURN

Motioned by Trustee Dunn, seconded by Trustee Thomsen, to adjourn the regular meeting and enter into Executive Session. By roll call vote, Trustee Rust - "Aye", Trustee Dunn - "Aye", Trustee Thomsen - "Aye". Motion passed with a 3-0 vote. Meeting adjourned at 8:35 PM.

EXECUTIVE SESSION - PERSONNEL


Motioned by Trustee Rust, seconded by Trustee Thomsen, to adjourn the executive session, enter into Regular Session and adjourn the regular meeting. By roll call vote, Trustee Rust - "Aye", Trustee Dunn - "Aye", Trustee Thomsen - "Aye". Motion passed with a 3-0 vote. Meeting adjourned.

I hereby certify that these are the original minutes of the regular meeting of the Board of Trustees held on Tuesday, January 12, 2015.

Carla Heggemann, Village Administrator/Clerk

Date Minutes Approved: 2-9-16

  
Trish Dunn, Village Board Clerk

  
Attest: Carla Heggemann,  
Village Administrator/Clerk

(seal)

