



VILLAGE OF INNSBROOK
BOARD OF TRUSTEES MEETING AGENDA

Tuesday, April 14, 2015 * 7:00 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 Regular Meeting Minutes of March 10, 2015
- 6) Public Comments
- 7) Certification of Election Results
- 8) Oath of Office to Newly Elected Officials
- 9) Nomination and Election of Chairman and Village Clerk
- 10) Communications, Petitions, Presentations
- 11) Chairman/Trustee Announcements/Business and Reports
 - A) Trustee Reports/Requests
 - a) Discussion of future Trustee meeting times
 - b) Out of State Vehicle Sales Tax Discussion - Trustee Thomsen
 - c) Liveable Streets Policy
 - B) Planning & Zoning Commission - No April Meeting
 - C) Administrator's Report
 - a) Village Administrator Position
 - b) Adopt A Highway
 - c) NIP Award Application Extension Date- Walkers Way
 - d) 2015 - Quarterly Building Permit Report
 - e) Request for "Street Not Thru" sign - Oakwood Estates Drive
 - D) Financial Report
 - a) March 2015 Financial Reports
- 12) Legislation
 - A) Bill No. 213 - Ord. authorizing the Chairman of the Board of Trustees to enter into a contract with Green Horizons for landscape management services. (Ord. 211)
 - B) Bill No. 214 - Ord. authorizing the transfer of three easements along Hwy. F to MODOT (Ord. 212)
- 13) Final Public Comments
- 14) Adjournment

Unfinished Business/ Hold

- BHS/Landfill Area
- Complaint Properties
- Animal Shelter
- Septic Issues
- Dry Hydrants
- Reifsnider Noise/Mtg. Issue
(Next quarterly report June, 2015)

Chris McCormick, Village Administrator

**THE NEXT MEETING OF THE VILLAGE OF INNSBROOK BOARD OF TRUSTEES
WILL BE TUESDAY, MAY 12, 2015 at 7:30 p.m.**

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1) **Call to Order**

Chairman Jeff Thomsen called the Board of Trustees meeting of the Village of Innsbrook to order at 7:00 p.m. on Tuesday, April 14, 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, Stevener, Dunn and Thomsen. Chairman Thomsen announced that a quorum was present for the transaction of business. Also present was Planning and Zoning Chairman Bob Soderholm and Village Administrator Chris McCormick.

4) **Approval of Agenda**

Trustee Dunn made a motion to approve the April 14, 2015 agenda, seconded by Trustee Rust. On the motion to approve the agenda a unanimous vote of approval was heard. Motion carried 5 to 0.

5) **Approval of Minutes**

Trustee Stevener made a motion to approve the Minutes of March 10, 2015, seconded by Trustee Rust. On roll call the Trustees voted: Trustees Rust, Dowdle, Stevener, Dunn and Thomsen. – Ayes. Nays – none. Motion carried 5 to 0.

6) **Public Comments** - None.

7) **Certification of Election Results**

Chris McCormick reported that the Warren County Clerk certified the April 7, 2015 Election results as follows: Jeff Thomsen 86; Trish Dunn 86; Jerry Rust 85. Proposition 1, "authorizing the Village of Innsbrook to forego annual elections if the number of candidates who have filed for the office of trustee is equal to the number of positions in the office to be filled by the election", received 70 yes votes and 20 no votes.

8) **Oath of Office to Newly Elected Officials**

Administrator/City Clerk Chris McCormick issued the Oath of Office to newly elected Trustees Jeff Thomsen, Trish Dunn and Jerry Rust.

9) **Nomination and Election of Chairman and Clerk**

Trustee Rust nominated Jeff Thomsen as Chairman of the Board of Trustees, seconded by Trustee Dunn. Being no other nominations the roll call vote to elect Jeff Thomsen as Chairman of the Board of Trustees was as follows: Rust, Dowdle, Stevener, Dunn, and Thomsen – Ayes. Nays – none. Motion carried 5 to 0.

Chairman Rust nominated Trish Dunn as Village Clerk of the Board of Trustees, seconded by Trustee Thomsen. Being no other nominations the roll call vote to elect Trish Dunn as Village Clerk was as follows: Trustees Rust, Dowdle, Stevener, Dunn, Thomsen – Ayes. Nays – none. Motion carried 5 to 0.

10) Communications, Petitions, Presentations - None.

11) Chairman/Trustee Announcements/Business and Reports

A) Trustee Reports/Requests

- a) **Discussion of future Trustee Meeting Times** - The Board was agreeable to changing the times for future Board of Trustee meetings to 7:30 p.m. on the second Tuesday of each month beginning in May, 2015.
- b) **Out of State Vehicle Sales Tax Discussion** - Chairman Thomsen stated that he had contacted MML about 1 1/2 years ago after he met with the mayors of Warrenton and Truesdale on the "use tax". MML had advised to not take any action at that time as the Legislature was going to be making some changes to the language and those that passed the "use tax" would have to readopt it. Warren County passed the use tax under the old language and is still collecting revenue from it. Chairman Thomsen recently followed up with MML and they sent him a proposed bill which would have to be submitted to the voters. The proposed bill was forwarded to the Village Attorney, however, no response has been received as of meeting time.
- c) **Liveable Streets Policy** - Trustee Stevener and Chris McCormick attended a meeting on "Liveable Streets" with Krishna of Boonslick Regional Planning and Meredith Klekotka of TrailNet. The purpose of the meeting was to discuss a liveable streets policy which would be the next step to the completed transportation plan. As a result of the meeting discussion Ms. Kletotka drafted a sample policy based upon the policy adopted by Crystal City and Unionville. In response to the sample policy from Ms. Klekotka Bob Soderholm stated that the policy would be good in a city without a good comprehensive plan and transportation plan. In the case of the Village of Innsbrook he stated that he thought adopting a liveable streets policy would be a step backwards. Bob Soderholm also stated that Bob Vogler was also very familiar with the liveable streets and incorporated a lot of it in the transportation plan. The Village does not own any roads and any road development would be for future projects. The Board was agreeable that adopting a liveable streets policy was not necessary at this time. A suggestion was made for the Planning and Zoning Commission to review the Comprehensive and Transportation Plans and the Zoning Regulations to see if any changes may be needed with regard to this topic.

B) Planning and Zoning Commission - No April Meeting.

C) Administrator's Report

- a) **Village Administrator Position** - After running a second ad in the Warren County Record, as suggested by the Board of Trustees, six applications for the Administrator positions have been received. The Board agreed to close the application process. The Board will have a closed session at the end of the meeting to review the applications.
- b) **Adopt A Highway** - The Board approved Step Up Transitional Living Program to participate in the Adopt a Highway Program via email since the first Adopt a Highway was prior to the April meeting. Chairman Thomsen said that five individuals showed up for the March Adopt A Highway event from Step Up TLP and more plan to come in the summer. The Board was

agreeable to have Step Up TLP as part of the 2015 Adopt a Highway Program and to pay them \$100 per event. The next AAH will be Saturday, April 25th at 9:30 a.m.

- c) **NIP Award Extension - Walkers Way** - The Neighborhood Improvement Program (NIP) Award for Walkers Way was issued in June, 2014. The application for a rock wall lists the time period as 6 months. Due to a late start and the winter weather the project exceeded the 6 months but is near completion. The applicant requests an extension of the time period. The project is near completion but they are awaiting the arrival of the engraved limestone street sign. It is estimated that the project will be completed before the end of May. The Board approved the extension of the application for the rock wall improvement on Walkers Way until the end of May.
- d) **2015 - Quarterly Building Permit Report** - The Board was provided with a report of the building permits issued for the first quarter of 2015, up from the same time period in 2014.
- e) **Request for "Street Not Thru" sign - Oakwood Estates Drive:** A request was received from Pat Boylan, representing residents of Oakwood Estates Drive, asking that a "street not thru" sign be placed on Oakwood Estates Drive. The residents saw in the Warren County Record that the trustees had authorized a "street not thru" sign for Hwy F Drive and thought that such a sign might prevent large trucks from coming down Oakwood Estates Drive since there is no turn around area. To be consistent with an earlier request for such a sign for Hwy. F Drive the Board was agreeable to placing a "street not thru" sign on the Oakwood Estates road sign.

Miscellaneous -

- **Online Payments:** Presently the Board authorizes the Administrator to pay the Village Attorney, Village Hall rent and VISA bill, if under \$100, online through the Village bank account. Chris McCormick requested that the Board authorize the phone bill to be paid online also since the due date of the monthly invoice is prior to the monthly Board meetings and awaiting the signing of a check makes the monthly payment consistently delinquent. Centurylink does not charge a service fee for delinquent payments at this time but online payments would prevent a delinquent payment. The Board was agreeable to online payments of the Centurylink invoice since it is a consistent cost each month.

D) Financial Report

- a) **March 2015 Financial Reports** - The Board reviewed the March financial statements.

12) Legislation -

- A) **Bill No. 213 - Ord. authorizing the Chairman of the Board of Trustees to enter into a contract with Green Horizons for landscape management services.** Trustee Dowdle made a motion to read Bill No. 213, An Ordinance of the Village of Innsbrook authorizing the Chairman of the Board of Trustees to enter into a contract with Green Horizons for landscape management services, be read two times by title only, seconded by Trustee Stevener. Motion carried and Bill No. 213 was read for the 1st and 2nd time by Chairman Thomsen and placed before the Board for adoption. Chairman Thomsen questioned if this service should be put out for bid. Chris McCormick responded that the Village is included with the bid for the mowing for the Innsbrook Resort. The piece of property that Village pays to have mowed at Hwys. F & M is owned by

Innsbrook Corporation but the Village maintains since the Village sign is at that site. The mowing was bid out just 2-3 years ago. Trustee Dunn made a motion to adopt Bill No. 213, seconded by Trustee Stevener. With no questions or comments the following votes were heard: Trustees Rust, Dowdle, Stevener, Dunn and Thomsen – Ayes. Nays – none. Motion carried 5 to 0. Bill No. 213 became Ordinance No. 211.

B) Bill No. 214 - Ord. authorizing the transfer of three easements along Hwy. F to MODOT (Hwy. F Shoulder Project). Trustee Dowdle made a motion to read Bill No. 214, An Ordinance of the Village of Innsbrook, MO to authorize the transfer of three easements along Hwy. F from the Village of Innsbrook to the Missouri Department of Transportation, be read two times by title only, seconded by Trustee Rust. Motion carried and Bill No. 214 was read for the 1st and 2nd time by Chairman Thomsen and placed before the Board for adoption. Chairman Dowdle made a motion to adopt Bill No. 214, seconded by Trustee Rust. With no questions or comments the following votes were heard: Trustees Rust, Dowdle, Stevener, Dunn and Thomsen – Ayes. Nays – none. Motion carried 5 to 0. Bill No. 214 became Ordinance No. 212.

13) Final Public Comments - None.

Trustee Stevener made a motion to go into closed executive as allowed in Section 610.021 (3) RSMo for the discussion of personnel issues and review of applications for the new Village Administrator/City Clerk position, seconded by Trustee Rust. Roll call vote: Trustees Rust, Dowdle, Stevener, Dunn and Thomsen - Ayes. Nays - none. Motion carried 5-0. The Board proceeded into closed session.

14) Adjourn – Upon returning to open session 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 8:25 p.m.

Chris McCormick, Village Administrator

Minutes Approved: 5-12-2015

Trish Dunn, Clerk
Trish Dunn, Village Clerk

Chris McCormick
Attest: Chris McCormick,
Village Administrator /Clerk

