



VILLAGE OF INNSBROOK BOARD OF TRUSTEES MEETING MINUTES

Innsbrook Village Hall
1835 Highway F
Tuesday, June 13, 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: May 9, 2017
- 6) PUBLIC HEARINGS
 - a. Amendment to the Village of Innsbrook Zoning Regulations generally to include: Appendix A – Stating that a sewer construction permit must be obtained in all residential zoning districts in the Village of Innsbrook.
 - b. Proposed 2017-2018 Fiscal Year Budget
- 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. Quarterly Update of Hold Items
 - b. Request For Exemption For Special Community Event Noise
 - i. Charrette Creek Commons - Weekly Concerts June 24 through September 2, 2017
 - c. **BILL NO. 241 - AN ORDINANCE APPROVING INNSBROOK ESTATES PLAT 97 FOR THE DEVELOPMENT OF FIVE (5) SINGLE FAMILY RESIDENTIAL SITES (ORD 239)**
- 13) NEW BUSINESS:
 - a. Neighborhood Improvement Program
 - b. **BILL NO. 242 - 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. (ORD 240)**
 - c. **BILL NO. 243 - 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, 2017 AND ENDING ON JUNE 30, 2018. (ORD 241)**
 - d. **BILL NO. 244 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK TO AMEND THE BUDGET FOR THE 2016-2017 FISCAL YEAR. (ORD 242)**
 - e. **BILL NO. 245 - AN ORDINANCE ADOPTING THE BUDGET FOR THE VILLAGE OF INNSBROOK FOR THE FISCAL YEAR BEGINNING JULY 1, 2017 AND ENDING ON JUNE 30, 2018. (ORD 243)**
- 14) VOTE TO ADJOURN

Unfinished Business/ Hold Items

- BHS/Zykan Landfill Area
- Animal Shelter
- Dry Hydrants
- Internet Speeds

(Next quarterly report Sept 2017)

MINUTES

The June 13, 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

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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, Innsbrook Corp; Jean Jarchow (L2133), Bryant Campbell (L2122) and Bob & MaryLynn Soderholm (L2130).

APPROVAL OF AGENDA

Chairman Thomsen asked for a motion to approve the June 13, 2017 agenda. Motioned by Trustee Stevener, seconded by Trustee Sator, to approve the agenda. 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 May 9, 2017 meeting minutes. Motioned by Trustee Dunn, seconded by Trustee Rust to approve minutes from the Regular Meeting on May 9, 2017. Trustees Dunn, Rust, Sator and Thomsen voted "Aye". Trustee Stevener Abstained. Motion passed and approved with a 4-0 vote.

PUBLIC HEARING - Chairman Thomsen opened the public hearing for the Amendment to the Village of Innsbrook Zoning Regulations at 5:02pm. Discussion was held regarding the zoning districts this amendment effects. Chairman Thomsen read the article that was published in The Village News Spring 2017 Newsletter. The public hearing was closed at 5:16pm. Chairman Thomsen opened the public hearing for the Proposed 2017-2018 Fiscal Year Budget at 5:16pm. With no public comment, the public hearing was closed at 5:17pm. Trustee Rust motioned to close the public hearings, seconded by Trustee Dunn. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote.

PUBLIC COMMENTS

None at this time.

COMMUNICATIONS, PETITIONS, PRESENTATIONS

None at this time.

BOARD OF TRUSTEES COMMENTS

None at this time.

CHAIRMAN'S COMMENTS, REPORTS, APPOINTMENTS

None at this time.

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 Dunn, 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 5-0 vote.
- b. Administrator's Report - Carla Heggemann presented her Administrator Report to the Board of Trustees. The Annual MML conference will be held in Osage Beach, MO on September 10-13, 2017. Motioned by Trustee Dunn, seconded by Trustee Stevener to authorize Carla Heggemann to attend the MML Conference, the Village to pay costs that are enumerated. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote. The newsletter printing and mailing services will be bid out before the next mailing. Workers Compensation and General Liability Insurance will be bid this year as well.
- c. Planning and Zoning Commission - A meeting was held on June 6, 2017. Bob Soderholm stated that the Planning and Zoning Commission has recommended for approval the Amendment to the Village of Innsbrook Zoning Regulations requiring a permit in all residential districts in the Village of Innsbrook. The change to the Procedures Manual will be approved via email after the adoption of the Amentment by the Board of Trustees. Planning and Zoning voted to change meeting times going forward to the first Wednesday of the month at 5:00pm instead of 7:00pm

UNFINISHED BUSINESS:

- a. BHS/Zykan Landfill Area - Chairman Thomsen stated that the Village continues to monitor this property. The EPA has stated that there has been no change in the enforcement status of this property. However, the fence signage and landfill cap are being maintained.
- 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, June 13, 2017. Charlie Boyce stated that readings were taken at each concert. Levels ranged in the mid 80 dbA with no complaints. Resident Jean Jarchow questioned where complaints could be filed and stated that the sound was too loud. Resident MaryLynn Soderholm stated that she was disappointed in Innsbrook Corporation for not preventing this from becoming an issue. Bob Soderholm stated that he took measurements during the first concert from his deck which ranged in the 63-64 dbA. Resident Bryant Campbell stated that he took measurements as well, they were in the 60 dbA range and stated that the sound was better at his residence than prior concerts. Chairman Thomsen suggested taking readings from the concert itself and continue this to next month's meeting, July 11, 2017. Motioned by Trustee Dunn, seconded by Trustee Rust, to add new Trustee recommendation to the Request For Exemption that would read only as to concert dates from June 13 through July 11 and on the condition that noise levels at the sound board not exceed the range of 85-90 dbA, after which the Board at its July 11 meeting will decide how to handle the remainder of the concert dates in this request. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote.

- c. **BILL NO. 241 - AN ORDINANCE APPROVING INNSBROOK ESTATES PLAT 97 FOR THE DEVELOPMENT OF FIVE (5) SINGLE FAMILY RESIDENTIAL SITES (ORD 239)** This Ordinance to accompany the approval during the May 9, 2017 meeting. Motioned by Trustee Dunn, seconded by Trustee Rust to have Chairman Thomsen conduct the first and second reading by title only and vote for approval of Bill No. 241. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote. Chairman Thomsen read Bill No. 241 twice by title only. No comments were made following the readings. Motioned by Trustee Rust, seconded by Trustee Dunn to enact Bill No. 241 as Ordinance No. 239. By roll call vote, Trustee Dunn - "Aye", Trustee Rust - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". With a 5-0 vote, Bill No. 241 is enacted as Ordinance No. 239 of the Village of Innsbrook, Missouri.

NEW BUSINESS:

- a. Neighborhood Improvement Program - One Application for the Neighborhood Improvement Program was submitted by Leroy Mitchell of Highway F Drive. Leroy Mitchell is asking for \$800 to add rock to Highway F Drive. This program has a \$1,000 budget. Motioned by Trustee Dunn, seconded by Trustee Rust to approve the application of Leroy Mitchell for re-graveling of Highway F Drive, assuming he complies with the requirements of the Ordinance. All Trustees present voted "Aye". Motion passed and approved with a 5-0 vote.
- b. **BILL NO. 242 - 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. (ORD 240)** Chairman Thomsen stated that we pay a retainer fee of \$500 per month to Chris Graville and recommended that the Board of Trustee's approve agreement. Motioned by Trustee Stevener, seconded by Trustee Rust to have the first and second reading of Bill No. 242 by title only. All Trustees present voted "Aye". Motion passed with a 5-0 vote. Motion was approved. Chairman Thomsen read Bill No. 242 twice by title only. No discussion was had. Motioned by Trustee Stevener, seconded by Trustee Rust to enact Bill No. 242 as Ordinance No. 240. By roll call vote, Trustee Dunn - "Aye", Trustee Rust - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". With a 5-0 vote, Bill No. 242 is enacted as Ordinance No. 240 of the Village of Innsbrook, Missouri.
- c. **BILL NO. 243 - 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, 2017 AND ENDING ON JUNE 30, 2018. (ORD 241)** Motioned by Trustee Rust, seconded by Trustee Stevener to have the first and second reading of Bill No. 243 by title only. All Trustees present voted "Aye". Motion passed with a 5-0 vote. Motion was approved. Chairman Thomsen read Bill No. 243 twice by title only. No discussion was had. Motioned by Trustee Rust, seconded by Trustee Stevener to enact Bill No. 243 as Ordinance No. 241. By roll call vote, Trustee Dunn - "Aye", Trustee Rust - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". With a 5-0 vote, Bill No. 243 is enacted as Ordinance No. 241 of the Village of Innsbrook, Missouri.
- d. **BILL NO. 244 - AN ORDINANCE OF THE VILLAGE OF INNSBROOK TO AMEND THE BUDGET FOR THE 2016-2017 FISCAL YEAR. (ORD 242)** Motioned by Trustee Dunn, seconded by Trustee Rust to have the first and second reading of Bill No. 244 by title only. All Trustees present voted "Aye". Motion passed with a 5-0 vote. Motion was approved. Chairman Thomsen read Bill No. 244 twice by title only. No discussion was had. Motioned by Trustee Stevener, seconded by Trustee Sator to enact Bill No. 244 as Ordinance No. 242. By roll call vote, Trustee Dunn - "Aye", Trustee Rust - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". With a 5-0 vote, Bill No. 244 is enacted as Ordinance No. 242 of the Village of Innsbrook, Missouri.
- e. **BILL NO. 245 - AN ORDINANCE ADOPTING THE BUDGET FOR THE VILLAGE OF INNSBROOK FOR THE FISCAL YEAR BEGINNING JULY 1, 2017 AND ENDING ON JUNE 30, 2018. (ORD 243)** Motioned by Trustee Rust, seconded by Trustee Dunn to have the first and second reading of Bill No. 245 by title only. All Trustees present voted "Aye". Motion passed with a 5-0 vote. Motion was approved. Chairman Thomsen read Bill No. 245 twice by title only. Discussion was had regarding a budgeted amount for donating to certain groups who work toward a common

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goal in the best interest of benefiting the community. Carla Heggemann to contact other Municipalities inquiring how they handle this situation. Motioned by Trustee Rust, seconded by Trustee Sator to enact Bill No. 245 as Ordinance No. 243. By roll call vote, Trustee Dunn - "Aye", Trustee Rust - "Aye", Trustee Sator - "Aye", Trustee Stevener - "Aye", Trustee Thomsen - "Aye". With a 5-0 vote, Bill No. 245 is enacted as Ordinance No. 243 of the Village of Innsbrook, Missouri.

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 5-0 vote. Meeting adjourned at 6:54 PM.

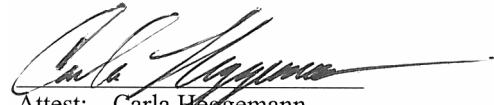
I hereby certify that these are the original minutes of the regular meeting of the Board of Trustees held on Tuesday, June 13, 2017.

Carla Heggemann, Village Administrator/Clerk

Date Minutes Approved: 7-11-17



Patricia Dunn,
Village Board Clerk



Attest: Carla Heggemann,
Village Administrator/Clerk

(seal)